



Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.

Please note that not all topics in this newsletter apply universally across all UW departments and Medical Centers. Always follow your own department policies.

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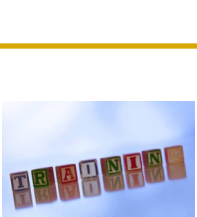
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FOR ALL OF YOUR SUPPLIER CONTRACT NEEDS GO TO:

[UW CONTRACTS](#)

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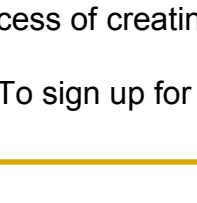
Headline News



Moving Remaining Purchase Orders Out of PAS

With the end of PAS rapidly approaching, Procurement Services staff continues to clean up the thousands of purchase orders in PAS. Did you know that part of the PAS purchasing shut down includes closing or converting every PAS purchase order into the eProcurement (Ariba) system? **Your department can help** by sending requests to close your orders to saf@uw.edu. Please include the **PO number, budget number, and account code** in your email.

Coming soon, there will be a new Procurement Desktop Report available that will show all PAS open orders associated with your org code. This PDR will help you in determining which PAS orders can be closed outright and which you would like moved into an eProcurement (Ariba) Blanket Purchase Order (BPO). Campus will not have to move PAS orders into BPO, the Procurement buying staff will do this for you and the new PDR will let you know which buyer to contact. Stay tuned for more information.



Blanket Purchase Order Training

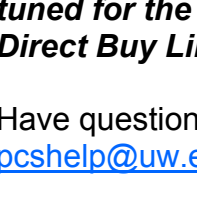
Classroom training dates for Blanket Purchase Orders (BPO) have been posted on Procurement Services' **Training & Events** page! Called **Creating a Blanket Purchase Order (BPO) in eProcurement**, the course is an introduction to the BPO functionality of the eProcurement system. Users will learn how to create, submit and receive for BPOs that are:

- Under and over the Direct Buy Limit
- Outgoing Sponsored Program (OSP) Subawards

A mixture of lecture and demonstrations will be used to facilitate the learning process. Practice scenarios will be provided for those interested in trying out the BPO functionality back at their desks on the UW Ariba training environment.

In addition, follow-up, hands-on practice sessions will be scheduled with webcast chatroom access to a facilitator to help you navigate through the process of creating a BPO at your desk using the Ariba Training Environment.

To sign up for a classroom session, visit our [Training & Events](#) page.



New eLearnings Now Available to Preview eProcurement Enhancements!

Have you heard? Next month, new enhancements are coming to eProcurement that will allow campus users to create:

- Blanket Purchase Orders (BPOs) for all dollar amounts
- Non-Catalog Orders for purchases above the Direct Buy Limit
- Purchases to foreign suppliers

To provide campus with a preview of this new functionality, we have published two new eLearnings.

- Creating a Blanket Purchase Order Enhancement
 - eLearning which teaches users how to create and submit BPOs (including BPOs for Outgoing Sponsored Program (OSP) sub-awards)
- Non-Catalog Ordering Enhancements
 - eLearning which teaches users how to create and submit Non-Catalog Orders (including orders over the Direct Buy Limit and orders to foreign suppliers)

Check out these new eLearnings on the Independent Study page under **Buying in eProcurement:** <http://f2.washington.edu/fm/ps/training-events/independent-study>

Remember, these features are not yet available in eProcurement. Stay tuned for the announcement of BPOs and Non-Catalog Orders over the Direct Buy Limit!

Have questions? Contact Procurement Customer Service at pcshelp@uw.edu or 543-4500.



Ariba (eProcurement) Roles and Authorization

Ariba roles are how the eProcurement system determines what functions a user can perform in the different modules within eProcurement. These roles are set up in Astra by the Authorizer for each department. It is important to note that different modules in Ariba offer different roles. Knowing what roles apply to which module, and what roles you the user have, will make for a smooth transaction when using the Ariba functionality.

Roles applicable to all Ariba modules (an additional funding approval role is coming soon):

- Preparer - the person who initiates the transaction
- (Funding) Approver - the person who reviews the transaction and approves it for processing

These roles are straightforward, however they often do not provide enough review for departments who are cautious about how their funds are used. Additional roles are available for the different modules to facilitate extra review. More information about these roles for the eProcurement modules are at the [Ariba Roles and Authorization web page](#).

Ariba authorization management occurs within the organizational units using Astra, allowing the most direct and efficient method for managing multiple roles. Authorization for each User is set up by the unit Authorizer in each department. Authorizers grant users access on either a budget, org code, or commodity level, depending on the Ariba application.

Here's how you can learn to set up Ariba authorizations in Astra:

- [How Delegators set up Authorizers](#)
- [How Authorizers set up Ariba Users](#)

A Tax Reminder

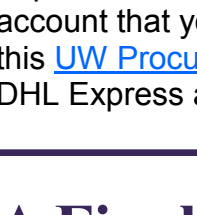


1099 Tax Reporting Time Again...

Research subject payments made by field advance, revolving fund, or gift card should be recorded by departments throughout the year. If the payments to one individual reached \$600.00 or more in the 2014 calendar year, those payments should be reported to the Procurement Services Tax Desk by **January 5th, 2015** for 1099 MISC recording. For security purposes, files need to be submitted on a flash drive or CD in the excel format provided in the link below.

For more information visit: <http://www.washington.edu/admin/finserv/bankops/rschsubjects.html> or contact ten99@uw.edu

Event Announcement



Announcing Procurement Services Fall Forums

The Purchasing side of PAS is retiring at the end of this year. To assist with your final preparations for this, please plan on attending one of Procurement Services Fall Forums. We will provide the latest news on new purchasing eProcurement (Ariba) methods and those that are in the final stages of development. We will highlight eProcurement projects and timelines in addition to opening up the floor to your questions and providing you with networking opportunities.

Please take time to click on the registration link below for the venue that is most convenient for you. Tacoma and Bothell forums are being arranged and will be announced soon. Registration is not a requirement to attend but it helps us manage attendance and insures that you will get an electronic version of the forum presentation.

Procurement Services Fall Forum Schedule

Date	Time	Location	Register Here
November 18, 2014	2:15-3:45	William H Foege Auditorium S060	REGISTER NOW!
November 20, 2014	1:00-2:30	HUB Room 145	REGISTER NOW!
December 10, 2014	12:30-2:00	South Lake Union Orin Smith Auditorium	REGISTER NOW!
December 18, 2014	1:00-2:30	UW Tower Auditorium	REGISTER NOW!

If you have any questions please contact [Donna Ickman](#) at 206-685-0448.

A Procurement Tip

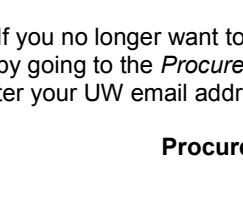


How Will I Know I Need to Receive in Ariba?

Your department should run the Receiving Exception Report at least weekly. This report lists all invoices that are waiting to be paid because the order has not been received yet.

The report can be found under the Manage tab on the Ariba home page and choose Receiving.

Supplier Spotlight



Announcing DHL Express Discounted Pricing

The University has established a discounted pricing program with DHL Express. If you want to set up a new DHL Express account, or if you currently have a departmental DHL Express account that you want to change over to UW ProCard payment, please go to this [UW Procurement Card web page](#) for information in how to set up your DHL Express account.

A Final Reminder



Paper Reduction Survey Responses Needed

Back in 2009, the State of Washington issued Substitute Bill 2287 that requires a 30% reduction of our paper use for cut-sheet bond paper for copiers and printers. We haven't been as successful as anticipated in meeting this requirement, so the Committee for Paper Reduction (CPR) would like to understand how our UW departments use paper.

If you have already taken the survey, we want to thank you, but if you haven't, we'd really appreciate your assistance in giving us your feedback by taking the survey here: [Committee for Paper Reduction: Paper Use Survey](#). This is a multiple choice survey and should only take a few minutes to complete. And a thank in advance for contributing in our effort to save trees by eliminating the wasteful use of paper.

Green U News



UW Wins Gold in the Seattle Business Magazine Community Impact Award

University of Washington won Gold in the Sustainable Business Operations category at the 2014 Seattle Business Magazine Community Impact Awards. We won the award for demonstrating how business can have a beneficial impact on their communities. <http://seattlebusinessmag.com/article/2014-community-impact-awards-sustainability-business-operations>

Business Diversity News



UW Business Diversity Program Catering Options

Although the 7th annual Business Diversity Catering Event seems so yesterday (literally), the pictures from the event are now live on the [BDP homepage](#). Come check out the pictures today at [BDP Photo Galleries](#).

For those who still need the list of the caterers that participated at the event this year, click [here](#).

eNews Subscriptions

Was this newsletter forwarded to you? Would you like to subscribe to UW Procurement eNews for yourself? If so, why not sign up to receive this timely newsletter directly by clicking on the provided link below. Select Yes and click Subscribe to receive each edition of this periodically published newsletter. <https://mailman2.u.washington.edu/mailman/listinfo/procurementservicesnews>

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If you are having trouble viewing this email you can read it online at: <http://f2.washington.edu/fm/ps/home/communications-and-outreach>

If you have procurement related questions please email: pcshelp@uw.edu

