



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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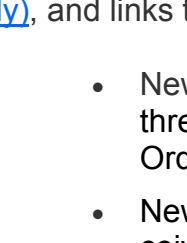
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Headline News



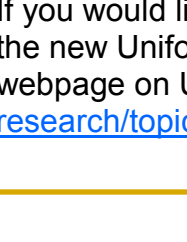
Check out the new eProcurement Functionality

On Monday, 11/10/14 Procurement Services announced some exciting news about important new functionality in eProcurement (Ariba). A couple of essential components in eProcurement, [Blanket Purchase Orders \(BPO\)](#) and [Non-Catalog Ordering Over the Direct Buy Limit](#) are now available to all campus users! This means departments can now use the Non-Catalog process to purchase items over the Direct Buy Limit and can also initiate their own BPOs as well as purchase from foreign suppliers using eProcurement.

In conjunction with their rollouts, the BPO and Non-Catalog websites have each been revised with added guidance and resources for departments, including [new eLearning tutorials](#), [list of classroom training dates \(for BPOs only\)](#), and links to the following new and updated web resources.

- New [Ariba Buying Portal](#), a guide to help you decide which of the three eProcurement buying methods to use: BPO, Non-Catalog Ordering, or Catalog Ordering
- New [eProcurement Receiving](#) page, with information on the Receiving functionality in Ariba
- Updated [Ariba Roles and Authorization](#) page, with information about new and existing eProcurement ASTRA roles
- Updated [Foreign Suppliers](#) page, with information on current and future requirements for doing business with foreign suppliers

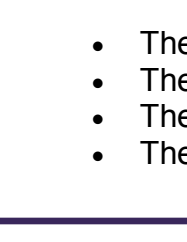
If you have questions, visit the Ariba Buying Portal, look through our [Frequently Asked Questions](#) repository, or contact Procurement Customer Service at pcshelp@uw.edu or 206-543-4500.



Uniform Grant Guidance (Omni-Circular) becomes effective December 26, 2014

The White House Office of Management and Budget (OMB) has released new Uniform Grant Guidance (a.k.a. Omni-Circular), which impacts many aspects of federal grants management, and goes into effect December 26, 2014. Included in this guidance are revised procurement rules. However, the **procurement guidance for grants does not go into effect for the UW until July 1, 2016**. Until that time, the UW will utilize existing procurement rules for procurements made with federal grant funds.

If you would like more information on the overall changes which result from the new Uniform Guidance, please check out the Office of Research webpage on Uniform Grant Guidance at: <http://www.washington.edu/research/topics/uniform-grant-guidance/>.



What are the Benefits of the Open PAS Orders PDR?

A new Procurement Desktop Report (PDR) is available called [Open PAS Orders](#). The report was developed to assist campus with the migration of PAS orders into Ariba BPO. The report is accessible in the PDR Report Directory, expand the Purchase Orders category and select Open PAS Orders, or make it easy on yourself by clicking the link above.

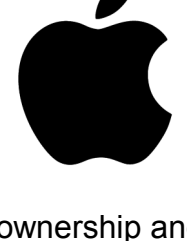
What are the Benefits of the Open PAS Orders PDR?

The Open PAS Orders PDR allows you to search by org code to find all of the PAS open orders associated with that org code. Campus can use this information to notify Procurement Services of PAS orders to close and orders to move into the new Ariba BPO module.

This new Open PAS Orders PDR will also allow Campus to see if a supplier is ready to accept Ariba BPO orders, (Ariba Enabled column = Y), along with other information, such as:

- The original purchase order date and encumbrance
- The remaining balance
- The primary budget
- The assigned buyer

Event Reminder



Procurement Services Fall Forums

You may have enough time to scramble over to the UW Tower for today's Procurement Services Forum at 1 PM. If not we still have one more forum presentation on the Seattle campus at the UW Tower in December that you can register for.

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. Registration is not a requirement to attend but it helps us manage attendance.

Procurement Services Fall Forum Schedule

Date	Time	Location	Register Here
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.

Save a Buck



Apple Volume Purchase Program for Education

Apple has a Volume Purchase Program for Education which allows campus departments and schools to purchase apps and books in volume and distribute them to students, teachers, administrators, and other employees at a considerable discount. The program provides institutions with complete ownership and control of content through mobile device management (MDM) solutions. And users get quick and easy access to apps and books, over the air.

There has been a change in Apple's policy for this program that requires each institution to have an Agent Administrator with delegated authority to provide administrator rights to other department administrators that will allow them to take advantage of this program. Procurement Services Ray Hsu is the universities Agent Administrator for this program and has delegated administrator rights to several departments already.

University departments interested in this program can get more information by clicking this [Apple Volume Purchase Program link](#) and can contact [Ray Hsu](#) at 206 543-0793 to get administrator rights for this program.

Tax Training



Upcoming Tax Training

[Basic Tax Training: Sales & Use Tax](#)

Wed, December 10, 2014 - 1:00 pm - 2:30 pm

Purchasing 224 (bid room)

Note that this is Basic Tax Training. Sales & Use Tax training is also available online. Anyone interested in taking this training can take it by going to the Tax Office Training website: <https://f2.washington.edu/fm/tax/training/sales-and-use>.

Need additional assistance, please contact [Mona El Souessy](#) at 206-221-3342.

Business Diversity Supplier Spotlight



Zones: An eProcurement Catalog

Zones is a local business based in Auburn, WA that has been a national provider of IT products, solutions and services for over 25 years. A minority owned business with over 1,000 employees, Zones has been able to provide the UW with a great variety of goods & services through their [eProcurement](#) punch-out catalog.

Their mission is to be a single source for clients to gain the knowledge, expertise and IT infrastructure to achieve their goals. Some of the services they provide include multinational technology procurement and fulfillment, IT hardware and software, strategic planning and IT assessments, etc.

In recent years, Zones has received several awards including Microsoft's Volume Licensing Partner of the Year and Diversity Excellence Award. For more information or assistance, please contact Brian Christensen at (253) 205-3330.

Green U News



UW Payroll Office Helping the UW Go Green!

Did you know that you can opt out of paper tax forms, including the W-2? Tax forms are available in a PDF format in [Employee Self-Service \(https://washington.edu/ess\)](#) beginning the first payday in January – two weeks before paper forms are available! The PDF is a legal copy of the tax form which can be saved electronically and can be used when filing your federal tax return.

Opting out is easy – just log into [Employee Self-Service \(https://washington.edu/ess\)](#) and select the Taxes tab then follow the onscreen instructions. You only have to opt out once. Your choice will apply to all tax forms issued by the UW Payroll Office and will remain in effect throughout your employment unless you log back in to change it again.

To retrieve your tax forms online, click the Print Tax Forms button at the top of the page. Deadline for changes for the 2014 tax year is **5:00 pm, Tuesday, 1/6/15**.

Get Your Sustainability News Here

The Environmental Stewardship & Sustainability office's latest quarterly newsletter is out, including stories on the SustainableUW Festival and Association for the Advancement of Sustainability in Higher Education (AASHE), the 2014 Environmental Stewardship Committee report and more. To read the newsletter and subscribe to future mailings, visit the [Sustainability News](#) web page.

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Procurement Services is a Division of Financial Management within University of Washington's Finance & Facilities

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