

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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Headline News



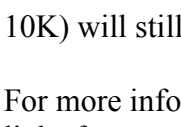
PaymentNet 4 Migration Launches on February 17th

PaymentNet 4 migration will take place next Monday. UW ProCard & CTA users should expect an email communication from UW Card Services Office and JP Morgan about the migration with instructions in how to access the new platform and to ensure a smooth transition from legacy PaymentNet to PaymentNet 4.

Training is now available. Please see the ProCard website for training schedules and training materials. We also encourage everyone to view the available training provided by JPMC to get you familiar with the new user interface. Some of the features shown in the training may or may not be present on our UW customized user interface.

More information about this transition is here: <http://f2.washington.edu/fm/ps/how-to-buy/procard#PaymentNet4> or you can contact Aris Mesewas at 206-543-9183 (arisg@uw.edu) or the ProCard team at 206-543-5252 (procard@uw.edu).

New Functionality

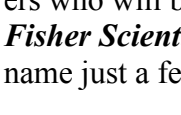


Coming Soon: New Functionality to MyFd and Ariba

New functionality is coming to the MyFinancial.desktop and Ariba systems! A popular request from Ariba and MyFD users has been the ability to track any remaining open balances of their Ariba purchase orders, thereby providing a more accurate reflection of their budget balance.

We are pleased to announce a joint enhancement from the Ariba and MyFD teams that will allow users to view and track these remaining budget balances. There will be a new report in Ariba and enhancements made to the MyFD reports to show open Ariba PO balances.

These enhancements will be available this spring. Stay tuned for more details.



New Policy for PAS Orders Under \$10,000

In an effort to transition requisitions from PAS to the Ariba eProcurement system, procurement services will now be returning all orders in PAS under 10K that are NOT on the small dollar exception list.

These orders can be better managed using one of the Ariba eProcurement applications. Items on the small dollar exception list (under 10K) will still be accepted in PAS.

For more information on the Non-Catalog and Non-PO modules, please follow the links for more information.

NON-CATALOG: <http://f2.washington.edu/fm/ps/how-to-buy/non-catalog>

NON-PO: <http://f2.washington.edu/fm/ps/nonpo>



Register Now for 8th Annual UW Supplier Fair

The 8th annual UW Supplier Fair is once again being hosted by Procurement Services and the Business Diversity Program. The fair will showcase suppliers in eProcurement, suppliers with a UW contract, as well as small, local, minority and women owned businesses. A sampling of suppliers will be participating at the this event include **Best Buy, Complete Office, Fisher Scientific, Image Source** and the university district's **Silver Cloud Inn** to name just a few out of the more than 70 suppliers who will be in attendance.

You will also have a chance to meet staff from Procurement Services and the Business Diversity Program, so in addition to collecting swag from suppliers in attendance, be sure to stop by our tables to see who you've been talking to over the phone all these years. If chatting isn't a prime motivator for you to attend, consider enjoying some of the delectable treats and drink from our light refreshment table.

Come join us by [clicking here to register](#) now. Need more information? Please contact [Katherine Wu](#) at 206-616-3741.

8th Annual UW Supplier Fair
March 12, 2014 11am - 2pm
The HUB North & South Ballroom
light refreshments will be served

Project Update



Procurement Services Website Update

COMING SOON! A New Look for the Procurement Services Home Page

Based on feedback we have received from campus over the last several years, Procurement Services decided that it was time to redesign the Procurement Services Home Page. To tackle this adventure, a Lean project was launched in September, 2013 with the primary goals of:

- Updating the eProcurement pages
- Incorporating the eProcurement web pages into the Procurement Services website
- Updating the Procurement Services Home Page to have a greater focus on eProcurement
- Improving the navigation and ease of use
- Ensuring links worked

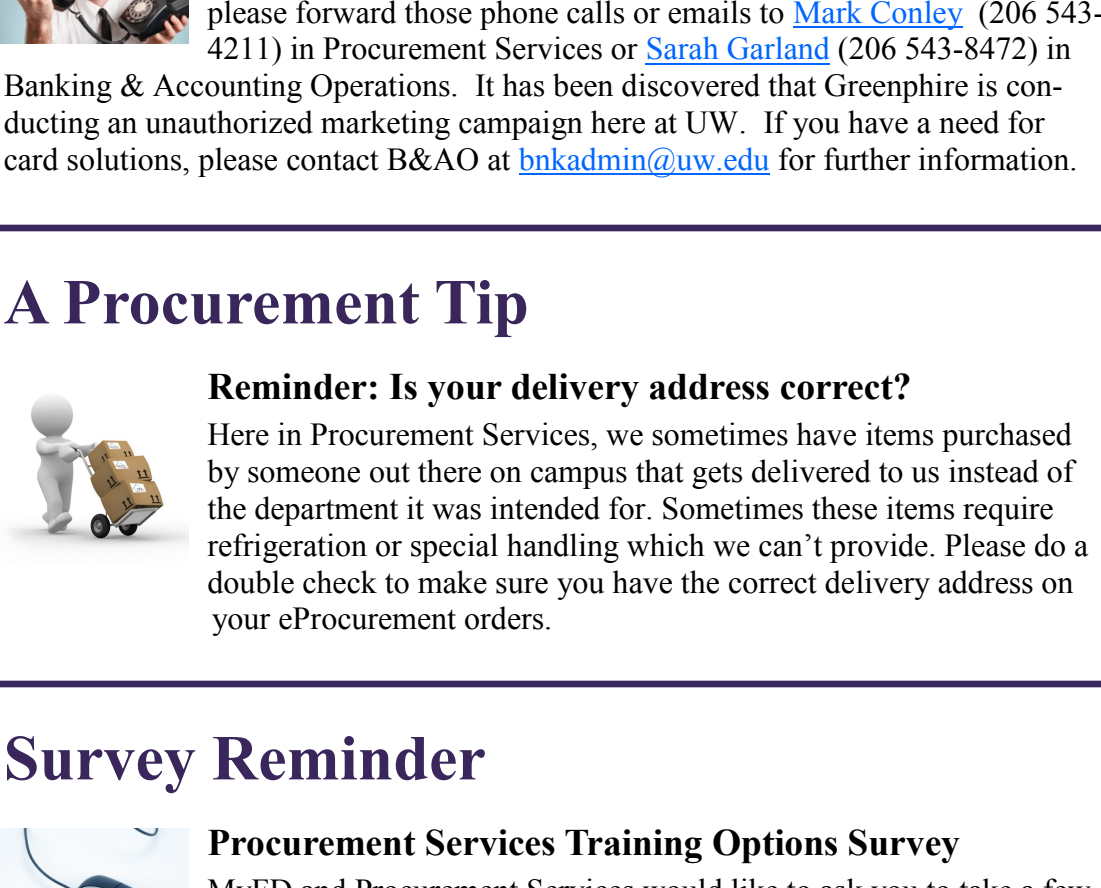
We are excited to announce that the new, improved Procurement Services Website is almost ready for prime time and we plan to publish it later this Spring. Some of the improvements we made include:

- Removed 57 pages and were able to merge the remaining 13 pages into 7 pages that will transition over to the new site Eliminating redundancy
- Removed content inconsistencies
- Simplifying the appearance from text-centric to buttons with links to most frequently visited sites below them and a "read more..." link

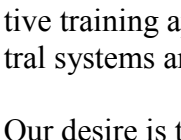
We had a great team to help us pull this off, but we want to especially thank our campus partners, **Buzzy Mounce, Jim Pilon, Ronda Grazen, Teresa Crisostomo** and **Catherine Westergaard** for their guidance and dedication to improving the PS web experience for all!

A PDF is available that provides a mapping of the "old" eProcurement web pages to the new Procurement Services website: <https://f2.washington.edu/fm/ps/node/3849#Help>

Here is a sneak preview of the new Procurement Services Home Page:



Procurement Notifications



New Frequently Asked Questions Webpage!

Procurement Services now has a functionality to publish all frequently asked questions (FAQs) in one section of our website. This consolidation allows campus users to bookmark and refer others to a single link when looking for answers to their questions.

The new FAQ page's right sidebar shows links to categories about such topics as how to on-board, buy from, and pay suppliers, as well as best practices involved in these and other procedures and processes.

When they click on the link to a category, campus users will be taken to FAQs about the subject. Within that category, they can search for a specific term.

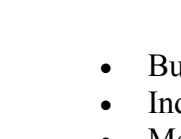
If users want to search all of the categories for a certain topic, they can use the search field on the main FAQ page. The search result will show the different sections' FAQs that contain the particular topic.

Users can find the new, consolidated FAQ web page here: <https://f2.washington.edu/fm/ps/faq-external>. If you have questions and/or suggestions, please call 206-543-4500 or email pcshelp@uw.edu.



1099 MISC Tax Forms Mailed

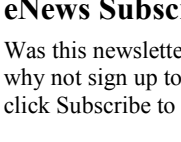
The University of Washington's 1099 MISC tax forms have been printed and mailed out within this past week. Individuals should receive their 1099 MISC forms in the mail soon. If you receive an inquiry in regards to a 1099 MISC tax form, please direct them to contact ten99@uw.edu with their inquiries.



Getting Phone Calls from Greenphire Solutions?

If you receive phone calls or emails from Greenphire Solutions, please forward those phone calls or emails to [Mark Conley](mailto:MarkConley) (206 543-4211) in Procurement Services or [Sarah Garland](mailto:SarahGarland) (206 543-8472) in Banking & Accounting Operations. It has been discovered that Greenphire is conducting an unauthorized marketing campaign here at UW. If you have a need for card solutions, please contact B&AO at bnkadmin@uw.edu for further information.

A Procurement Tip



Reminder: Is your delivery address correct?

Here in Procurement Services, we sometimes have items purchased by someone out there on campus that gets delivered to us instead of the department it was intended for. Sometimes these items require refrigeration or special handling which we can't provide. Please do a double check to make sure you have the correct delivery address on your eProcurement orders.

Survey Reminder



Procurement Services Training Options Survey

MyFD and Procurement Services would like to ask you to take a few minutes to complete our "Procurement Services Training Options Survey" at: <https://catalyst.uw.edu/webq/survey/morriv/225043>

We have teamed up to explore your interest in a variety of learning formats to deliver training on our procurement and financial tools. Your responses to the survey will help us determine the most effective training approach to support you and your peers, i.e., those who work with central systems and tools.

Our desire is to increase the number of electronic trainings, to provide you with learning opportunities when you cannot attend in-person lectures. Our ultimate goal is to offer an approach where you can get the learning that you need most, instead of having to wait for specific classes to be offered. It also allows MyFD and Procurement Services to better leverage our resources by taking advantage of electronic training delivery alternatives when possible.

Supplier Spotlight

South Lake Union's Pan Pacific Hotel

Discover a contemporary hotel situated in the heart of the city's thriving South Lake Union neighborhood at Pan Pacific Seattle; a stylish yet intimate boutique getaway designed to leave you feeling refreshed and invigorated. Recognized as a four-star hotel by Forbes Travel Guide, the property features 153 superbly appointed guest rooms and suites with spectacular city views.

As a valued corporate client, The University of Washington has been named a Company of the Quarter for winter 2014. Book a reservation for stays from January 1 to March 31, 2014 and receive the following:

- Upgrade to next room type (based upon availability)
- Complimentary Turn Down Service
- Complimentary cocktail in The Lobby Bar

Reserve your stay now by emailing ofcourse@panpacific.com or calling 206 264 8111 and identify yourself as a University of Washington employee.

Green U News

UW Green Seed Fund Winners Announced

The University of Washington is pleased to announce the recipients of the 2014 Green Seed Fund, sponsored by UW Sustainability. The Fund awards money to select projects that advance sustainable research and contribute to campus sustainability goals. The 2014 winning proposals are:

- Building User Audit: Capturing Behavior, Energy, and Culture
- Indoor Environmental Quality Assessment
- Measured Benefits: Monitoring the Impacts of the UW Green Wall and Water Harvesting System
- Grounds Utility Vehicle Carbon Footprint Comparison
- Engaging laboratories in the UW Department of Environmental and Occupational Health Sciences

The winners will receive nearly \$279,000 in funding. Project teams will begin work in February and report progress to the Green Seed Fund committee mid-year. Most teams expect to complete work by early 2015.

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/procurementnews>

If you no longer want to receive our newsletter, you will need to unsubscribe at the same location above by going to the *ProcurementServicesNews Subscribers* section at the bottom of the web page and enter your UW email address and press the *Unsubscribe or edit options* button.

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

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