



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.

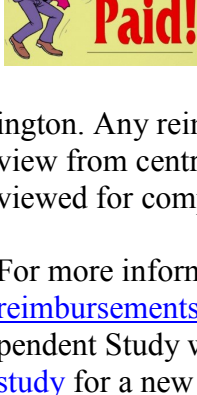
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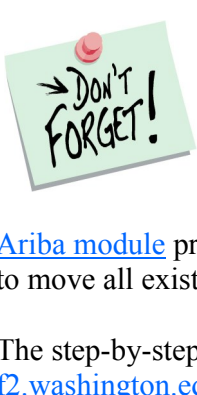
Headline News



Announcing Fiscal Year End Close Website

The [Fiscal Year End Close website](#) has been completely updated with the necessary information needed for the 2014 fiscal year end. The information spans all of our systems affected by the year end close with recommendations and deadlines.

Please review the website to assist you with your department's year end close, and if you need additional guidance, [Procurement Customer Services](#) can be contacted at 206-543-4500.

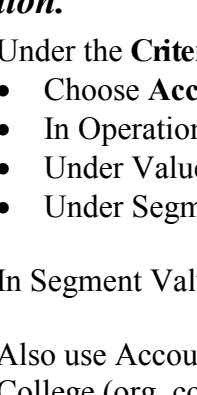


Non-UW Individuals Can Now be Paid with eReimbursement

eReimbursements in Ariba is now enhanced to allow reimbursement payments to be made to Non-UW individuals. This new functionality will replace the check request process that is currently used to reimburse people who are not employees of the University of Washington. Any reimbursement being initiated to a Non-UW Individual will require review from central office. Reimbursements for certain dollar amounts will be reviewed for compliance.

For more information please see <https://f2.washington.edu/fm/ps/how-to-pay/reimbursements> for revised eReimbursement guidance. Also, please visit our Independent Study webpage <http://f2.washington.edu/fm/ps/training-events/independent-study> for a new eLearning on how to create eReimbursements.

Please be aware, if you have an eReimbursement that was created prior to 6/3 but not fully approved before that day, you will need to withdraw and complete new fields that are now required.

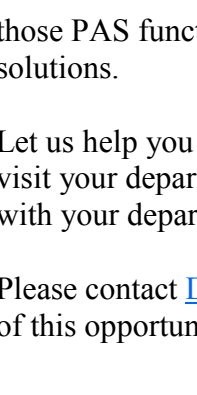


Don't forget to check out the Ariba Blanket Purchase Order Web Page

Procurement Services buyers have started moving existing PAS open and standing orders into the Ariba (eProcurement) Blanket Purchase Order (BPO) module. Orders must be moved out of PAS and into an [Ariba module](#) prior to the PAS shut-down date of 11/1/15. Procurement Services' goal is to move all existing orders by the end of October.

The step-by-step guide for Ariba Blanket Purchase Orders is available here: <http://f2.washington.edu/fm/ps/how-to-buy/AribaBlanketPurchaseOrders>.

A Couple More ProCard Tips



A Couple of ProCard Tips

PaymentNet4 keeps asking me to register my computer, even though I use the same computer every day.

Certain common events may require you to register/re-register your computer, including:

- Using a new computer or one you have not used before
- Switching to a new browser or browser settings
- Clearing the browser cookies
- Modifying your computer operating system or software settings

Changes to system settings made by your internet provider or IT administrator

I can't find the Organization Code field in PaymentNet4's Query section.

Under the **Criteria** section of PaymentNet4's Query section:

- Choose **Accounting Code Values** in Field dropdown menu.
- In Operation, choose **Is Equal To**.
- Under Value, choose **COA - US 00059** for Procard transactions.
- Under Segment Name, choose **Division**.

In Segment Value, enter your **Division's** ten-digit organization code.

Also use Accounting Code Values to query transactions by Department (org. code), College (org. code), Budget, Task/Option/Project, and Object Code.

A Reminder



Procurement Outreach?

We have been visiting many departments recently to introduce our new electronic purchasing solutions in eProcurement (Ariba). With Purchasing and Accounts Payable System (PAS) purchasing functionality going away at the end of this year, Procurement Services has been busy replacing those PAS functions with more efficient, cost effective and transparent eProcurement solutions.

Let us help you in using the new processes by requesting an outreach event where we visit your department so you can ask the kind of questions you need answered to help with your department's transition to eProcurement for all of your purchasing needs.

Please contact [David Wright](#) at 206-616-7076 to discuss how you can take advantage of this opportunity.

Training



Equipment Inventory Brown Bag Lunch – Machinery & Equipment (M&E) Tax Exemption

The Equipment Inventory Office is pleased to announce our next brown bag lunch event. The topic is the Machinery & Equipment (M&E) Tax Exemption. Please bring your questions!

Who: Departmental contacts that use the M&E Exemption

What: Brown Bag Lunch

When: Tuesday, June 17th from 12:00PM – 1:00PM

Where: Purchasing & Accounting Building, Room 118

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<https://mailman2.u.washington.edu/mailman/listinfo/procurementsservicesnews>

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**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: pschelp@uw.edu