



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.

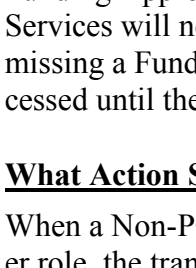
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Headline News



Change to Missing Funding Approver Process

Beginning September 15, 2014, all Non-PO, eReimbursement and P2I transactions that are lacking the Funding Approver will be returned to the preparer in order to have the appropriate Funding Approver added in ASTRA.

Background

A Funding Approver is required to be assigned in ASTRA for Ariba paying modules, including Non-PO, eReimbursement and P2I. For payment transactions where a Funding Approver is not yet assigned in ASTRA, the missing approver will trigger review by Procurement Services.

What Does This Mean to Campus?

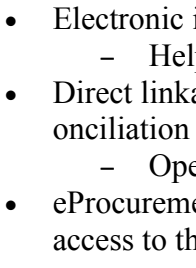
It is each department's responsibility to establish and administer the appropriate Funding Approvers for their budgets. In order to maintain this process, Procurement Services will no longer add ad hoc approvers for these transactions. Transactions missing a Funding Approver where the role is required will not be able to be processed until the ASTRA role is established.

What Action Should Campus Take?

When a Non-PO, eReimbursement or P2I transaction is lacking the Funding Approver role, the transaction will be denied back to the preparer with a clear statement that the Funding Approver role is missing and must be assigned in [ASTRA](#) before the transaction can be resubmitted and processed.

Additional information on the necessary steps to take can be found on the [Ariba Roles & Authorization](#) web page.

If you have any questions, please contact Procurement Customer Service at pshelp@uw.edu or 206-543-4500.



The Benefits of eProcurement

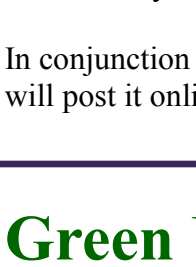
Sometimes, in the midst of change, we forget why we're doing it and how it benefits us. More automation with less touch improves efficiencies. Our legacy PAS system doesn't offer those advantages, eProcurement (Ariba) does.

eProcurement is a suite of software applications that helps us purchase items, process travel expense reports, track spending and manage supplier relationships. We continue to expand purchasing options in eProcurement to replace all PAS purchasing functionalities at the end of this year. eProcurement is more than just ordering from online catalogs. It encompasses many buying and paying options. So let's list some of the attributes and benefits of eProcurement.

eProcurement Attributes and Benefits

- Provides visibility to department approvals, work flow, and status
- Automatic email notifications
 - Alert approvers when requests are pending
 - Keep preparers, requesters and watchers informed on the status of requests
- Open access, electronic web-based interface provides
 - Reports and search functionality
 - Links between related transactions (i.e., orders and invoices)
 - Document attachments to reduce paper and help manage record retention
 - History of all activity
- Electronic invoicing (reduces paperwork)
 - Helps with reconciliation & records retention
- Direct linkage to source documents in eProcurement from MyFD for budget reconciliation
 - Open balances are visible in MyFD
- eProcurement document retention allows budget reconcilers to always have access to the source documentation for six years

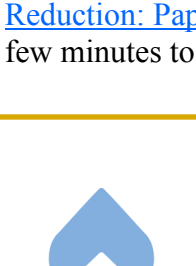
The University is fortunate to be implementing such a robust procurement system without passing on the cost of maintenance and the use of eProcurement to departments. It's a huge benefit that sometimes gets overlooked.



eProcurement Blanket Purchase Order Resources

Procurement Services continues to enhance information and training for the new eProcurement (Ariba) blanket purchase order process. Buyers in Procurement Services are currently converting PAS blanket/standing orders to the new eProcurement process. It's a coordinated effort with departments and suppliers that have existing blanket/standing orders.

The Blanket Purchase Order web page is rich with information on this project, explaining in detail what the new process is and its benefits. Whether you prefer digesting information with the written word or with a video, it's all there for you. Please [click on this link](#) to access this important information.



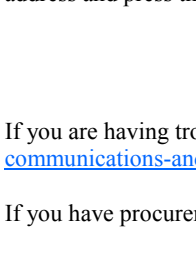
Procurement System Modernization Overview Presentations

We are a little less than 4 months away from shutting down purchasing functionalities in PAS. Procurement Services has developed a presentation that we are taking on the road to various venues at the UW. We've done a test run this week with about 70 employees at Foege and also have another presentation scheduled in Foege S060 Auditorium on September 18th from 1-3.

This presentation helps clarify why PAS requisitioning/ordering functions are being disabled. It will also provide an overview of functionality that has already been moved into eProcurement and how the modules work, as well as a roadmap of new functionality that is soon coming to eProcurement.

In conjunction with this presentation, we will produce a webinar of the content and will post it online. Look for an announcement of this event in a future newsletter.

Green U News



Paper Reduction Survey

We all know how exciting it is to give feedback. It's empowering, right? Well here is your chance to let us know why you print or copy paper.

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 we use paper at the UW.

If you would like to assist us in this effort, please click on the [Committee for Paper Reduction: Paper Use Survey](#). This is a multiple choice survey and should only take a few minutes to complete.



2014 SustainableUW Festival

Mark your calendars for the first SustainableUW Festival, running October 20-25. The festival celebrates environmental stewardship and sustainability efforts at the University of Washington, highlighting contributions and leadership efforts across campus as well as providing opportunities for students, faculty and staff to get involved. The festival builds on the four-year tradition of the UW Sustainability Summit – which will continue as a centerpiece event of the festival on Oct. 22 - and expands the scope to include programming from partners across campus as well as continuing the central events from past Summits. For more information, go to <http://green.uw.edu/festival>

We encourage anyone at UW to create your own sustainability-related event or programming during the week of Oct. 20-25 as a festival partner. Events will include campus lectures and seminars, volunteer opportunities, sustainability celebrations and more. If you already have a sustainability-related event planned or scheduled during this week, let us know so we can add it to our festival calendar and promote it as part of the week's schedule. If you have any questions, email the Environmental Stewardship & Sustainability office at oes@uw.edu or go to <http://green.uw.edu/festival>

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