



# PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

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.

July 1, 2015

Biennium Close News Flash

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## Biennium Close News Flash

As we begin the biennium close in eProcurement (Ariba) and transition to the new biennium, here are a few important things to know.

### 2013 Biennium Close for eProcurement

- The recommended eProcurement [Biennium Cutoff Date](#) was June 19<sup>th</sup>. It is possible that expenditures fully approved, received and invoiced after June 19th will still be charged to the expiring biennium, but this cannot be guaranteed.
- **eProcurement BPOs**  
Check your [Receiving Exception Report](#) in eProcurement, review the pending invoices, and perform receiving to allow these invoices to be paid. Invoices that are not received by the department will not be reconciled and paid.

## About Procurement Services

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## Contact Us

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- If the Contact on your BPO is not available or has left the department or University, the Preparer may also receive
- **Important:** *Departments must have a Receipt Approver assigned in ASTRA prior to having a Preparer receive. The Receipt Approver must approve all receipts created by a BPO Preparer.*
- If both the Preparer and Contact on your BPO are not available to receive, please call Procurement Customer Service at 206-543-4500 with your BPO number and ask for advice on how to proceed.

## Biennium Transition (Crossover) in eProcurement

- Beginning at 5:00 PM on July 7<sup>th</sup>, eProcurement will not be available for use as we begin the transition to the new biennium. eProcurement will not be available until the transition is completed on July 8<sup>th</sup> sometime between mid-morning to Noon. During this transition the eProcurement maintenance page will be up.
- When the eProcurement biennium transition is completed on July 8<sup>th</sup>, eProcurement will be available for use and the new 2015 Biennium budgets will be available.
- Any transaction in eProcurement started prior to July 8<sup>th</sup>, 2015 and still in a status of Composing or Submitted and not fully approved will require the transaction to be edited so the new 2015 Biennium budget can be selected.
- **POs (Catalog and Non-Catalog), BPOs and Non-PO Invoices**
  - July 1<sup>st</sup> through July 7<sup>th</sup>, POs and BPOs can continue to be entered and processed as normal in eProcurement and payments will be issued as normal.
  - Beginning July 8<sup>th</sup>, the new 2015 Biennium budgets will be available for POs (Catalog and Non-Catalog), BPOs and Non-PO Invoices and payments will be issued as normal going forward.
- **eReimbursements and Payments to Individuals (P2I)**
  - July 1<sup>st</sup> through July 7<sup>th</sup>, eReimbursements and Payments to Individuals (P2I) can be entered and processed in eProcurement. No payments will be issued during this period of time due to the biennium transition; transactions will be stacked and issued on July 9<sup>th</sup> and will begin posting to budgets by July 9<sup>th</sup>.
  - Beginning July 8<sup>th</sup>, the new 2015 Biennium budgets will be available for eReimbursements and Payments to Individuals (P2I) and payments will be issued as normal going forward.

## Additional Information:

- [System Availability](#)
- [Payments and When you Will See Transactions in MyFD and FIN](#)
- More information on [eProcurement Receiving](#) and [How to Receive](#)

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