



*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.**

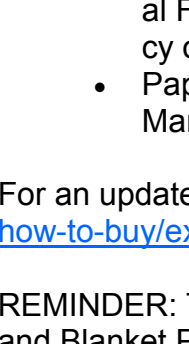
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## Headline News



### Coming Soon: Exception Item Ordering in eProcurement (Ariba)

Does your department place orders for items not currently available in eProcurement (Ariba)? Coming this spring, departments will have the ability to place orders for Exception Items and Services, such as Charters, Construction and Building alteration (e.g. painting, janitorial, etc.), Lab refrigerators and freezers, and Re-sale. Orders for these goods and services will be available utilizing the Non-Catalog and BPO Modules.

The benefits to this new process will be:

- Central Approver for Exception Items will be on the Approval Flow (e.g. Radioactive Safety and EH&S), providing transparency of where the order is in the approval process.
- Paper reduction with the elimination of some exception forms. Many questions for the exceptions will be built into the system.

For an updated list of Exception Items, see: <http://f2.washington.edu/fm/ps/how-to-buy/exception-items>

REMINDER: The Non-Catalog Ordering (including over the Direct Buy Limit) and Blanket Purchase Order (BPO) modules are currently ready to use for non-exception item orders for new requests. Training via e-Learning is available at: <http://f2.washington.edu/fm/ps/training-events/independent-study> (See "Creating a Blanket Purchase Order" and "Non-Catalog Ordering") or in a classroom at: <http://f2.washington.edu/fm/ps/training-events/classroom-training>

We highly encourage you to review and familiarize yourself with the new purchasing enhancements/modules with the training provided.

Have questions? Please contact Procurement Customer Service at [pcshelp@uw.edu](mailto:pcshelp@uw.edu) or 206-543-4500.

More information will be available in future Procurement Services newsletters. Stay tuned!



### Register Now for the 9th Annual UW Supplier Fair

The 9<sup>th</sup> 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.

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.

**9th Annual UW Supplier Fair**  
**February 25, 2015 11am - 2pm**  
**The HUB North & South Ballroom**  
*\*light refreshments will be served\**

## Procurement Tips & Tricks

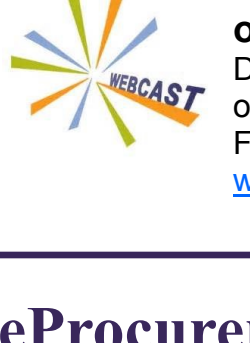


### Changing or Closing eProcurement Orders

Do you have a purchase order you want to change or close? Procurement Services has created a [form](#) to walk you through the process, including answering pertinent questions which our Customer Service team would normally ask, which cuts down the email exchanges between our department and yours.

More information is at our [Changing or Closing eProcurement Orders webpage](#) and if you have additional questions, please contact [Procurement Customer Service](#) at 206-543-4500.

## Procurement FAQ's

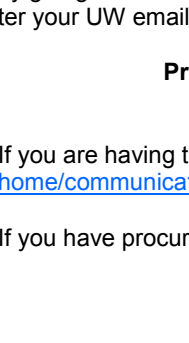


### What do I do if I am locked out of eProcurement (Ariba)?

Occasionally users will attempt to log into eProcurement (Ariba) too many times with incorrect information. When this happens, you will see the screenshot below, which includes the message "Maximum login attempts exceeded. Account for user [UW/NetID] has been disabled. Contact your administrator for assistance."

To have your account unlocked:

1. Take a screenshot of the lockout page
2. In an email, attach the screenshot and request for your account to be unlocked
3. Send the email to: [eprocare@uw.edu](mailto:eprocare@uw.edu)



### How do I purchase gift cards for employee recognition?

Departments can purchase gift cards for employee recognition using the Procard. However, the gift must be reported to Pay-roll because the gift is taxable. See [Employee Recognition](#).

## Training Announcements



### Initiating a Subaward in eProcurement Training

This course provides an introduction to initiating a Subaward in the eProcurement system during the transition from PAS to Ariba.

Topics Covered:

- How to initiate an Outgoing Sponsored Program (OSP) Subaward via eProcurement
- Viewing and understanding approval flow
- Best Practices & Tips

This class is collaboratively taught by the Office of Sponsored Programs & Procurement Services. Register for this class at <http://f2.washington.edu/fm/ps/training-events/classroom-training>



### Blanket Purchase Order (BPO) Webcast on February 10<sup>th</sup>

Do you need BPO training? We have lots of information on our [BPO webpage](#) but we also will have a BPO webcast on February 10<sup>th</sup> as well as [online BPO training](#). Sign up for the [webcast here](#).

## eProcurement Supplier News



### Office Depot's Winter 2015 Newsletter is now Available

Click on the [Office Depot Newsletter](#) to get the latest news and tips for this eProcurement catalog supplier

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<https://mailman.u.washington.edu/mailman/listinfo/procurementservicesnews>

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](mailto:pcshelp@uw.edu)