



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.

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Headline News

CLOSED

PAS is Closed for Requisitions

Procurement Services has been working directly with departments, assisting them to convert all remaining open PAS orders to an eProcurement (Ariba) purchasing solution. The partnership with our department customers has been amazing and we’d like to congratulate all of you for the effort that has taken place all across our three UW campuses. We can’t thank you enough.

Thousands of orders have been converted or closed over the last nine months and now our current open orders are down to just a couple hundred. Procurement Services understands the complexities associated with the few remaining orders and we are developing temporary, short term solutions for these if they don’t currently fit into a standard eProcurement purchasing method.

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About Procurement Services

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Key Dates for the PAS Shutdown

- **September 30th** –This was the last day that new PAS orders were accepted and are now being redirected to an eProcurement purchasing method.
- **October 15th** –All of the remaining PAS orders will have been closed unless Procurement Services has been contacted by a department to leave a specific order open for final invoice payment.
- **November** –Departments should be reviewing MyFinancial Desktop to ensure encumbrances associated with PAS purchase orders have been liquidated.
- **December 31st** – PAS purchasing functionality will be entirely closed for requisitions.

The period between October 1st and December 31st will be used to clean up the remaining invoices in preparation for the shutdown of PAS purchasing functionality.

The New Process as of October 1st

- **For Non-catalog orders, please go here for more information:**
<http://f2.washington.edu/fm/ps/how-to-buy/non-catalog>
- **For Blanket purchase orders or BPO, please go here for more information:**
<http://f2.washington.edu/fm/ps/how-to-buy/AribaBlanketPurchaseOrders>
- **Please follow the steps below to add a foreign supplier to Ariba:**
 1. Complete the web form with foreign supplier information.
 - a. Request for **Existing Foreign Supplier** Availability in eProcurement found at:
<http://f2.washington.edu/fm/ps/buying-portal/foreign-vendor-update>
 - b. Request for **New Foreign Supplier** found at:
<https://f2.washington.edu/fm/ps/buying-portal/new-foreign-supplier>
 2. If the order is a one-time purchase, use the Ariba Non Catalog process

[Mission Vision and Values](#)
[Directions, Parking & Hours](#)

Contact Us

Newsletter Editor:
djwright@uw.edu

Customer Service:
pcshelp@uw.edu

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3. If the order has multiple invoices, create a [Blanket purchase order](#) in Ariba. A separate request will need to be made via this [portal](#) if your supplier is not on the Ariba network.
4. W-8BEN Forms for Foreign Orders: It is **highly suggested** that you request a foreign supplier to complete a W-8BEN (Individual: <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>) or W-8BEN E (Entity: www.irs.gov/pub/irs-pdf/fw8bene.pdf) even if the work is performed outside the USA so when the IRS asks for these forms for compliance in the future, we will have them in file.



Procurement Services Enhances its “How to Pay” Webpages

To further assist users with eProcurement invoicing and payments, Procurement Services has strengthened its information and instruction on the [Accounts Payable website](#). As an example, the [Payment Terms, Timelines, and Delays webpage](#) has been updated to describe eProcurement processes in an effort to lift the veil of supplier payment knowledge to assist departments with payment expectations.

We have also consolidated payment process information, resulting in the development of two new webpages.

- [Invoice Reconciliation](#): information and instruction for eProcurement invoice reconciliation with definitions of the most common invoice reconciliation terms and vocabulary as well as understanding how to check status of an invoice in eProcurement
- [1099 Tax Reporting](#): information and guidance for the requirements of 1099 tax reporting

Please contact [Procurement Customer Service](#) at 206-543-4500 for additional assistance.



eProcurement Invoice Reconciliation Guidance

When buying and paying through BPO, PO, and non-PO Invoicing in eProcurement, an ‘exception’ (formerly ATA or ‘discrepancy’) may arise. The AP invoice reconciliation team reviews and resolves most of

the issues. The department or the buyer may need to resolve specific exceptions. The department will be contacted with either an email sent through Ariba Network or from eprocare@uw.edu. Once all exceptions are resolved, the invoice will be cleared for payment.

Additional eProcurement invoice reconciliation guidance is here:
<http://f2.washington.edu/fm/ps/how-to-pay/invoice-reconciliation>



Rebate Agreement for Ultra-Low Temperature Freezers

Procurement Services, UW Sustainability and Seattle City Light finalize a rebate agreement for purchases of the Stirling Ultracold Environmentally Friendly Ultra-Low Temperature Freezers (ULF).

The Stirling Ultracold supplier discount pricing agreement is the result of Procurement Services, UW Sustainability and Seattle City Light working together to leverage the University's buying power for new contracting and energy savings opportunities.

Due to the energy saving performance of the Stirling Ultra-Low -80 freezer, Seattle City Light will rebate \$600 per unit purchased through December 31, 2017. All Stirling products must be ordered from Global Cooling Inc. through [eProcurement \(Ariba\)](#). **UW ProCard may not be used for these purchases.**

The Stirling Ultra-Low exceeds the U.S. Department of Energy's (DOE) [Better Building Alliance](#) (BAA) specifications for ultra-low temperature freezers (ULF) has been tested in accordance with EPA ENERGY STAR test methods.

Additional product and pricing information as well as assistance with special orders is available from Global Cooling's account manager, [Tim Kehrli](#) at 425-505-1188.

eProcurement Updates

Announcing Two New Catalogs in eProcurement
Eppendorf



Eppendorf is a leading life science company that develops and sells instruments, consumables, and services for liquid, sample, and cell handling in laboratories worldwide. Contact the local sales representative [Cindy Cheyne](#) at 206-510-3750 for assistance.

USA Scientific

USA Scientific has been providing quality laboratory plastics, equipment, and accessories since 1982. Brian Swanson is the USA Scientific local representative for the UW and he can be contacted at 800-752-3847 or bswanson@usascientific.com.

Reminders



Required Department of Enterprise Services Procurement Training

Under the procurement reform law (RCW 39.26.110) which became effective on July 1, 2013, State of Washington requires all state employees whose jobs involve “developing, executing or managing procurement or contracts for goods and services”, to fulfill certain training requirements in order to be able to continue performing their Procurement Duties.

[Go to this webpage](#) to determine training requirements for your department. Any questions regarding this guidance, please contact Ray Hsu at Procurement Services (rayhsu@uw.edu).



Procurement Services Fall Forum Registration

Procurement Services fall forums are just around the corner with the first one occurring next Tuesday, on the 13th of October at the HUB. We’ll have much to share with the eProcurement implementation of Ariba’s 9r2 upgrade and our continued progress in fine tuning eProcurement (Ariba) purchasing options in our journey with the shutdown PAS purchasing functions.

We’ll have a short presentation providing updates and announcements and then we’ll turn it over to our audience, for a rich and informative dialog. We currently have five locations scheduled at the usual locations:

The HUB, South Lake Union, UW Tower, Health Sciences and the Bothell campus.

We look forward to seeing you all once again, so please go to the [Procurement Services Forum webpage](#) to register for a forum at a convenient venue near you.

Any questions or outreach requests, please contact [David Wright](#) at 206-616-7076.



Save the Date: PS & RAA Open House

Procurement Services and Research Accounting & Analysis will open the doors to their new location, inviting UW faculty and staff to their Roosevelt Commons 3rd floor **Open House** on November 17th from 11-2 in the afternoon. Details are being worked out to make this a fun and rewarding experience, so save the date and we'll see you all in November.

DES Training FAQs



We have staff in our department whose primary duties are to make purchases against master contracts in eProcurement or using their Procard and some of them may perform such duties more than 25% of the time, what is the appropriate level of training for them? Does someone who manages reimbursement for travel expenses falls within the training requirement?

We feel that the “Low” level training as defined in our guidance document should be adequate for any employees whose job duties involve making purchases against master contracts or small purchases using their Procard. An employee whose primary job duties involves travel reimbursement does not fall within the training requirements in our opinion, but, can take the “Low” level training nevertheless to gain additional knowledge about the broader procurement process.

[Review other DES Training FAQs](#)

Green U News



2015 SustainableUW Festival

The 2015 SustainableUW Festival (green.uw.edu/festival) will take place Oct. 26-31. The festival celebrates 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.

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

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