



# 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



### PAS System Shutdown Update

The partnership with campus customers has been successful and the shutdown is on schedule. Thank you for your cooperation and assistance.

#### Important Milestones for the PAS Shutdown

- **Coming Soon!** Household/Lab Move exception type will be available in eProcurement.
- **November:**
  - All remaining orders should be closed.
  - All pending Non-Rip invoices must be approved by campus to ensure payment. Please review your Procurement Desktop Report for any pending PAS payments.

- New to UW Hotel Pool: Staybridge Suites
- New eProcurement Catalog Provides a Diverse, Small Business Solution
- Paper Use Reduction Tips

### Quick Links

- [Procurement Services Website](#)
- [Ariba Buying Portal](#)
- [Newsletter Archive](#)

### About Procurement Services

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### Contact Us

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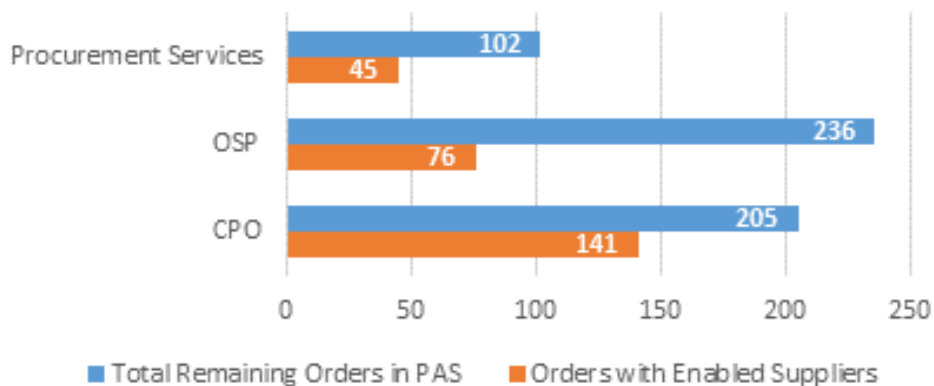
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- **End of December:**
  - PAS requisition/purchasing module will be closed.

### Countdown to Closing down PAS Orders

#### 543 Orders Remain in PAS

-as of 11/12/2015-



### **New at UW: Amazon Business**

As many of you might already know, Amazon rolled out its [Amazon Business](#) in May of this year, which is designed to provide an Amazon shopping experience for business and institutional customers. Some of the benefits and features of Amazon Business are:

- Free two day shipping on orders of \$49.00 or more (Free standard shipping for orders of \$35.00 or more)
- Access to hundreds of millions of products
- No annual Prime membership required
- Ability to create shopping list for frequently purchased items
- Order Approval workflow and ability to administer account from a departmental level in multiple tiers
- Shared payment methods

UW is having ongoing discussions with Amazon Business to incorporate them into our Ariba eProcurement eco-system and we are hopeful that it can be accomplished sometime in 2016. But first, we need your help to complete an account consolidation effort to:

- 1. convert any current Amazon Prime user into an Amazon Business Account**

**2. bring any existing Amazon Business account under UW's master account**

If you are currently using an Amazon Prime Account to make purchases for your department, if you have already established an Amazon Business Account for your organization, or if you are interested to sign up for a new Amazon Business Account, please contact UW's Amazon Business Master Account Administrator, [Ray Hsu](#), for further details.

We have beta tested this process and find it simple and straight forward, much like the Amazon shopping experience. All of your existing account details like payment methods and shipping address should transfer from your Prime account to your new Amazon Business account.

We are very excited about this opportunity to work with Amazon to provide yet another resource on our existing eProcurement platform for our campus customers. Please contact [Ray Hsu](#), Assistant Director for Procurement Services at 206-543-3854 if you have any questions.



**Amazon Business FAQ**

*Now that we can purchase from Amazon Business, what about our existing eProcurement suppliers?*

Campus customers should always go to the strategic master agreements on eProcurement first to meet their purchasing needs. In the event that the product they are looking for is not available from any of our existing eProcurement Suppliers, Amazon is a great resource to locate those hard-to-find or specialized items.

[Review other Amazon Business FAQs](#)



**PS & RAA Open House Recap**

We'd like to thank those of you that took the time to visit us during our open house in some of this year's worst weather. You all braved the rain and wind that pummeled you on your trek to our new space on the 3<sup>rd</sup> floor at Roosevelt Commons West. We admire your tenacity to visit us.

Procurement Services and Research Accounting & Analysis greatly appreciates our UW customers for their continued support and willingness to collaborate as we build and evolve Lean practices to better streamline

internal processes and systems to provide exemplary customer service to the University.

We've come a long way over these last few years of implementing efficient electronic solutions and we'll continue to use our collaborative approach in future system and process improvements. And speaking of our collective effort, a number of you used our idea cards at the open house to give us your feedback. We'll queue those up in our idea database for future enhancement considerations.

Thanks so much for making our open house a great event.

## Training Reminder

**WARNING:**

**DEADLINE**



**APPROACHING**

### **12/31/15 Deadline: Required DES Procurement Training**

Under the procurement reform law (RCW 39.26.110) which became effective on July 1, 2013, State of Washington's Department of Enterprise Services 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 the DES Training webpage](#) to determine training requirements for your department in order to complete this procurement training by December 31, 2015. Any questions regarding this guidance, please contact Ray Hsu at Procurement Services ([rayhsu@uw.edu](mailto:rayhsu@uw.edu)).

## Supplier Spotlight



### **New to UW Hotel Pool: Staybridge Suites**

Staybridge Suites Seattle is now in UW's pool of contracted hotels which can be found by clicking the *Hotel* quick link on the [UW Contracts website](#). Staybridge Suites is a new hotel supplier providing guest room and meeting accommodations.

To help promote this new relationship, Staybridge is offering Per Diem rates or lower to groups and guests, even during the busy summer season. The Staybridge Suites Seattle - Fremont opened in May of 2015 offering all suite upscale residential style accommodations in the Fremont neighborhood, only 2 miles away from the main UW campus.

For your convenience the UW Booking link and group sales contact information are in the [Staybridge flyer](#). If you would like to experience the Staybridge evening Social and take a tour of their new hotel, please contact [Sherrel Caprio](#) at 206-381-1134.



## **New eProcurement Catalog Provides a Diverse, Small Business Solution**

UW Procurement Services has partnered with AttainIt to offer a diverse, small business solution in eProcurement to support the needs of researchers and others receiving federal dollars.

Historically, departments have struggled to meet *Small Business Plan* goals that are required for research contracts over \$700K. AttainIt is an economically-disadvantaged, woman-owned small business; small disadvantaged business; and a certified HUBZone firm that has partnered with Fisher Scientific.

Receive diverse, small business credits from AttainIt with these additional benefits:

- Competitive, preferred pricing on the entire Fisher Scientific catalog for all of UW
- No freight charges
- Easy, online ordering and complete integration with UW's eProcurement systems
- Reliable order fulfillment
- Spending tracked across the university and for specific departments
- Positive customer experience

UW Procurement Services is proud to offer this diverse, small business solution. Contact AttainIt's Representative [Scott Harsch](#) at 916-325-7800 with questions or additional information.

# Green U News



## Paper Use Reduction Tips

Paper reduction is key in creating a more sustainable office! Follow these simple tips to maximize your paper reduction efforts:

- Opt for using an online note taking application. Instead of writing meeting notes or to do lists on a sheet of paper, use an online resource such as One Note, Evernote or Google Docs.
- If you must print, print double sided; it cuts back on paper by 50% and also makes large documents easier to manage. (check out our managing print services tab on the website: <https://green.uw.edu/paper-reduction>)
- Reuse! Reuse paper scraps or one-sided documents as scratch paper when you're finished with them

After adopting these simple practices you'll not only be on your way to becoming a more sustainable office but this can save your department money too which is a win-win all around!

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