



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.

December 3, 2015

Volume 5, Issue 24

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Headline News



PAS System Shutdown Update

We're now down to only 322 open orders in PAS. That's 221 fewer open PAS orders from the recently published measurement in early November. We continue to be on schedule in shutting down PAS for all purchasing functions. Thanks to all of you for your cooperation and patience in this massive effort.

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Quick Links

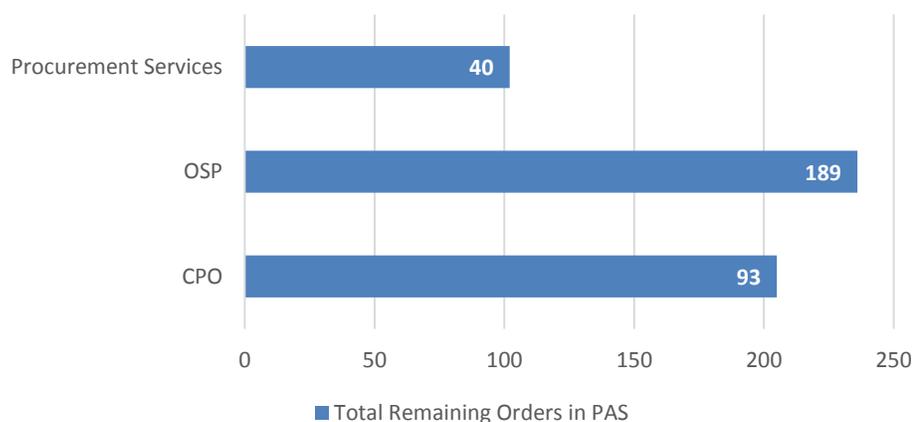
- [Procurement Services Website](#)
- [Ariba Buying Portal](#)
- [Newsletter Archive](#)

About Procurement Services

- [Organization Chart](#)

322 Orders Remain in PAS

-as of 12/3/2015-



Any questions that you may have about open PAS orders can be directed to [Procurement Customer Service](#) at: 206-543-4500.



COMING SOON! eProcurement Enhancement

BPO Title and Link to Receiving will be included in the Daily Receiving Reminder Email

In response to a campus enhancement request, the daily receiving reminder email, *Orders/Contracts Must Be Received*, will include:

- BPO Titles
- Links directly to the Receiving interface in eProcurement

As soon as this feature is available, campus users will be notified by a flash communication that will include a link to an updated "How-to-Receive Guide".

Here is an example of the new email format:

[Mission Vision and Values](#)

[Directions, Parking & Hours](#)

Contact Us

Newsletter Editor:

djwright@uw.edu

Customer Service:

pcshelp@uw.edu

[FOLLOW US ON TWITTER](#) 

From: ariba_apps@u.washington.edu [mailto:ariba_apps@u.washington.edu]
Sent: Wednesday, December 02, 2015 1:23 PM
To: Virginia L. Morris <morriv@uw.edu>
Subject: Orders/Contracts Must Be Received

There are orders/contracts with invoices that are waiting for payment and must be received before payment can be processed.

Orders: Please access the order and receive all items that have shipped and arrived, as reflected on the vendor's packing slip.

Contracts: Please access the blanket purchase order and receive against the vendor invoice in order to verify that the goods or services are appropriate to pay.

[BPO6703 - BPO QTY Amount for CSV Invoicing](#)
[BPO6701 - BPO Max Amount for CSV Invoicing](#)
[BPO6752 - Test for Mass Edit Issue CR1](#)
[BPO6746-V2 - Simple Subaward Foreign Advance Test](#)
[BPO6764 - Receiving Test](#)
[BPO6818 - Copy of Subaward Foreign Advance - AP-Wires Split Budget PCA codes](#)
[BPO6824 - Test M&E](#)
[BPO6551 - Test BPO Over 10K Post Fix](#)
[BPO6540 - Praxair Integration Test 5,000.00 max amount](#)
[BPO6648 - 9r2 UAT Create CR using OSP Approval Role](#)
[BPO6550 - HSV-1 GENOME T-CELL \(Fred Hutchinson\)](#)
[BPO6625-V2 - BPO Manual Supplier <="" a="">](#)
[BPO6680 - 9R2 OSP Create CR using OSP Approval Roles #2 KE 0814](#)



New Online Guidance for Hosting an UW Event

Does your department host UW events large or small? Conferences and UW-hosted events are subject to UW Purchasing Policies and Procedures with regard to contracting and payment. To simplify the process, Procurement Services has updated our [Conference webpage](#) and has vastly improved its guidance with an easy to read chart that identifies a checklist of tasks with information that will assist in staying compliant with hosting rules.



Converting to Amazon Business

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 review the [Amazon Business webpage](#) and then contact UW's Amazon Business Master Account Administrator, [Ray Hsu](#), at 206-543-0793 for further details.

Training



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).



eProcurement Supplier News

A Holiday Promo from Qiagen

Our friends from Qiagen, an eProcurement catalog supplier, is offering a QuantiFERON®-TB Gold promotion for a limited time. Go to the [Qiagen flyer](#) for more information. Please direct any questions about this product to Qiagen's UW account manager, Reid Hadley at 661-289-2744.

Procurement FAQ



The Final Invoice date is about to expire or has expired and the invoice is still in Reconciling status. Should I be concerned?

Receiving and AP reconciliation must be completed before the Final Invoice date expires for payment to release.

When setting up the Final Invoice date allow enough time for the invoice(s) to be processed. If the date has expired you will need to extend it. Below is the link to the Changing or Closing eProcurement Blanket Purchase Orders (BPOs) website with instructions.

<https://f2.washington.edu/fm/ps/change-close-BPO>

[Review other Procurement FAQs](#)

Amazon Business FAQ



How do we set up an Amazon Business Account?

You do so by emailing Ray Hsu, UW Master Account Administrator at rayhsu@uw.edu with the following set of information:

- a. Name of your group
- b. Name and email address of the person who will be an [Administrator](#) in your Group; you can have more than one Administrator for a group.
- c. Names and email addresses of other users to be added to your group and their roles ([Requisitioner](#) or Administrator or both)

Ray will respond with an invitation within 24-28 hours unless he has additional questions. Any of the above roles can be changed later if needed.

[Review other Amazon Business FAQs](#)

Green U News



A Paper Pro?

Are you the one in your office who makes a conscious effort to reduce paper use? Do you find yourself collecting paper scraps that can be used as scratch paper? Do you educate your coworkers on paper reduction practices in the office?

Well, then you should be recognized for your efforts by becoming a paper reduction pro!

Reducing paper use and converting paper purchases to 100% recycled paper saves your department money and contributes to a more sustainable campus. Paper Pros spearhead and support the work of the Paper Reduction program and the committee that guides it.

By becoming a Paper Reduction Pro you will get a certificate and a badge to identify yourself as a leader, and will be invited to an annual campus-wide Paper Pro celebration!

If you are a Sustainability superstar and are interested in sharing your message and encouraging your peers to reduce their paper use and offer alternatives, track paper use and celebrate success!

Take the paper reduction pledge and help your peers save paper with a few simple actions!

Click the link to take the pledge:

<https://green.uw.edu/paper-reduction/paper-pros>



UW earns STARS Gold sustainability rating

The University of Washington is among the most sustainable schools in North America, according to the Sustainability Tracking, Assessment and Rating System (STARS). The UW submitted its most recent self-reported assessment this fall and received a gold rating, with a score of 77.47 percent. The UW's score is the best among Pac-12 universities which have submitted a STARS

report, and the third-highest of the 252 currently rated schools. For more information: <http://green.uw.edu/news/uw-earns-stars-gold-rating>

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

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<http://f2.washington.edu/fm/ps/home/communications-and-outreach>

