



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 Status Update



**Procurement Services is not processing any new orders in PAS that can be processed in eProcurement.**

However, there are still a few types of purchases that do not have a purchasing solution in eProcurement. eProcurement purchasing options for those exceptions are in development (see article below). A list of those exceptions are on the [Exception Items webpage](#).

If a department submits a PAS requisition that has an eProcurement purchasing option, the PAS requisition will be returned to the department with guidance in how to make that purchase in eProcurement.

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

### Project Update: Exception Items

#### What and when:

Next month, campus customers will have the ability to order items from the Exceptions List using eProcurement (Ariba). Non-Catalog Ordering and Blanket Purchase Orders (BPO) will provide users with the capability of flagging an order as an exception item and routing the order to the appropriate Central Office group for review.

Additionally, users will be able to order radioactive items from the Perkin Elmer catalog!

**News:** This functionality is now in testing to prepare for rollout. In the next few days, a campus group comprised of users and Central Office approvers will pilot this new functionality and provide feedback.

**What you need to do:** Be aware of the list of exception items and the requirements for purchasing each.

**Why we are making this change:** Procurement Services is moving all ordering and paying functionality from a very manual legacy system to the more efficient eProcurement (Ariba) system. Part of this transition is to move the remaining items out of PAS into the eProcurement (Ariba) ordering methods.

**More information:** For the current list of exception items, see: <http://f2.washington.edu/fm/ps/how-to-buy/exception-items>

Looking for an exception no longer found on this page (e.g. Foreign)? Check out the Procurement Guide: <http://f2.washington.edu/fm/ps/procurement-guide>

If you have questions about this rollout, contact Procurement Customer Service at [pcshelp@uw.edu](mailto:pcshelp@uw.edu).

### Procurement System Modernization

Keep up on the latest news and project updates regarding the transition from PAS to eProcurement with the [Procurement System Modernization](#) webpage.

Formerly known as the "Procurement Pipeline", this site has undergone a major redesign and includes information about the project as we transition from the legacy system to eProcurement powered by Ariba.

Moving forward, we will update this site on future Ariba projects. You can find this page online at <http://f2.washington.edu/fm/ps/resources/news-and-outreach/procurement-modernization-project>

If you have questions, please contact Procurement Customer Service at [pcshelp@uw.edu](mailto:pcshelp@uw.edu).

### Non-capitalized Software M&E Tax Exempt Change

Take a look at the [Object Code webpage](#), and take note that the M&E Tax Exempt range for Non Capitalized Software (Object code 05-46) has expanded from \$1,000 to \$1Million to \$200 to \$1 Million. If you have questions or need more information, please contact Equipment Inventory at 543-4663 or [eio@uw.edu](mailto:eio@uw.edu).

Did you know that all Ariba transactions flagged with an M&E Tax Exemption account code automatically routes to the Equipment Inventory Office for review and approval? PAS does not do this. This is one of the ways Ariba has been customized to make work processes more streamlined than its predecessor.

### 2016 Preliminary Benefit Rates Are Now Available

2016 preliminary benefit load rates have been updated, and are available on the Financial Accounting website at <http://f2.washington.edu/fm/fa/> (see the "What's New?" section).

If you have any questions, please contact either Robert Bradshaw at [robertcb@uw.edu](mailto:robertcb@uw.edu) or Sarah Moore at [moores@uw.edu](mailto:moores@uw.edu).

## Event Reminder

### The 9th Annual UW Supplier Fair is less than Two Weeks Away

The 9th 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 preparation 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. And if that isn't incentive enough, consider enjoying some of the delectable treats and drink from our light refreshment table.

**Registration isn't mandatory, but it certainly helps us manage an event of this size so please join us on February 25<sup>th</sup> 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 FAQ

### How do I "Undo" receiving the Maximum Amount for a BPO? The Receive button is no longer visible.

You can correct this. It is important to do this as soon as possible, because subsequent invoices will be paid (up to the maximum) without being reviewed.

- To correct this, you must:
1. Change the BPO and add a 1 cent (\$0.01) to BOTH:
    - The Maximum Limit in the Limits section, and
    - The Maximum Limit on the Line Item in the Pricing Terms section.
    - In this example, you would change the Maximum Limits to on the BPO and Line item to \$1000.01
  2. Submit the changes.
  3. The CR will need to be fully approved again by all of the original approvers.
  4. When the new version of the BPO is available in the Open status
    - Create another receipt for negative amount that is equal to the Maximum BPO amount MINUS the amount that has already been received.
    - In this example, you would receive -\$900.00.

## Event Announcement

### Networking Green Bag Luncheon for UW Campus Green Teams

The Environmental Stewardship and Sustainability Office is thrilled to welcome John Meyer, Assistant Director of Marketing and Communications at the College of the Environment, as the Winter Green Bag speaker. John will share his expertise with the stories and messages the college has used to communicate effectively.

**February 23, 2015**

**12:00pm–1:00pm**

**Gerberding Hall 142**

**Light refreshments will be provided!**

This event is hosted by the Environmental Stewardship and Sustainability Office. More information about green teams is here: <http://green.uw.edu/uw-green-teams>

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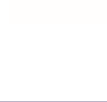
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