



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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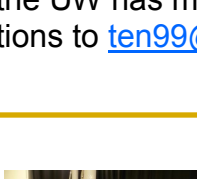
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FOR ALL OF YOUR SUPPLIER CONTRACT NEEDS GO TO:

[UW CONTRACTS](#)

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Headline News



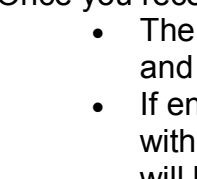
eProcurement Launches Apple Computer Punch-out Catalog

Procurement Services is excited to announce the newly launched Apple punch-out catalog. This is Apple's full product line with institutional pricing for the University of Washington. The catalog offers the opportunity to insert quotes for products, and users can order by part number. Consider going to [eProcurement](#) to review Apple's catalog for your future computer needs.



1099 Questions?

Tax season is quickly coming to a close and some departments are receiving inquiries about the 1099 MISC forms that the UW has mailed out. If you receive any inquiries, please direct all questions to ten99@uw.edu or have the individuals call (206) 685-0271.

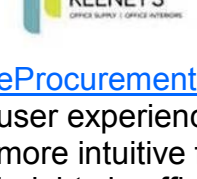


Equipment Inventory Online Contact Update Form

The Equipment Inventory Office is pleased to announce a more convenient way for departments to report changes in departmental Inventory Contacts, Secondary Inventory Contacts, Department Heads, and Administrators. The new online [Contact Update Form](#) can be found here: <https://f2.washington.edu/fm/eio/department-contact-change-form/department-contact-change-form>

Please contact eio@uw.edu with questions.

Procurement Tips & Tricks



How Receiving Works

When you receive for a BPO, it is important to understand that you are not paying a specific invoice. RATHER, you are approving an amount of money to be released for payment of invoices for that BPO.

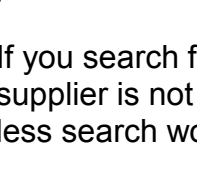
Once you receive for the BPO:

- The system looks for the oldest invoice with a status of *Reconciling* and tries to reconcile it first.
- If enough money has been received and there are no other issues with the invoice (such as not enough tax), then the oldest invoice will be paid first.
- If the amount received is not enough to cover the oldest invoice, it will try to reconcile the next oldest invoice and so on. *In other words, the system will reconcile the oldest invoice for which enough money has been received.*

IMPORTANT REMINDER: Received amounts are applied only to line item amounts (not header charges such as tax, shipping, etc.). *Therefore, DO NOT include tax or other header charges in the receiving amount.*

Additional guidance for receiving is on the [eProcurement Receiving](#) webpage where you can also review [Receiving Best Practices and Guidelines](#).

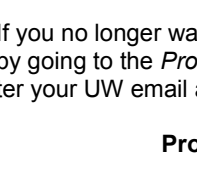
eProcurement Supplier News



Keeney's Major User Interface Catalog Upgrade

Keeney's is happy to announce the release of their latest, state of the art online ordering system available through [eProcurement \(Ariba\)](#). It's the same quality company with a vastly improved user experience. With new and enhanced search features, faster results, more intuitive function and cleaner design, Keeney's has reached new heights in office supply ordering. Want to order from a previous invoice, no problem! Need to save an order and come back to it – sounds great! Would you like to see a more suitable alternative to the product you searched or a cheaper version? –the system will show you that too! It has all been designed with the buyer in mind. Happy shopping!

Save a Buck



Expiring copier leases or printers that need replacing?

The Managed Print Services (MPS) contract with Ricoh offers a better solution! Please contact the MPS team at uwmps@uw.edu. We have a superior solution that doesn't involve the purchase or lease of equipment, and can save your department time and money.

You can learn more on the MPS webpage at <http://f2.washington.edu/MPS>

Procurement FAQ



How can I tell if my supplier is registered with UW?

Use the [Supplier Search PDR](#). If your results show a supplier Name and Number, then your supplier has registered to do business with the University.

If the supplier is listed, but is flagged as **Available to Order = No** and **Available to Pay = No**, this typically indicates a supplier that has one or more factors which would limit our ability to do business with the supplier, like a Tax ID Number mismatch or UW has not done business with the supplier in more than 2 years. In both cases the supplier would need to complete a new Supplier Registration Form.

If you search for the supplier and do not get any results, then most likely the supplier is not registered. If you are searching by name, be sure to try using less search words/terms to see if your search was too restrictive.

Green U News

Husky Green Award Nominations

The Husky Green Awards recognize the top sustainability superstars at the University of Washington, but we need your help to find them! There's less than one month left to nominate your environmental role model for a Husky Green Award. Any member, faculty, and staff from any of the UW campuses are eligible, and any member of the UW community can submit a nomination at <http://green.uw.edu/hga> before **March 20, 2015**.



The Husky Green Awards are given annually to individuals and teams from all UW campuses who demonstrate initiative, leadership and dedication to environmental stewardship and sustainability. Several dozen students, faculty and staff have received Husky Green Awards since the program began in 2010.

Submit your nomination today: <http://green.uw.edu/hga>

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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



PROCUREMENT SERVICES

UNIVERSITY of WASHINGTON
Finance & Facilities