



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.

In This Issue

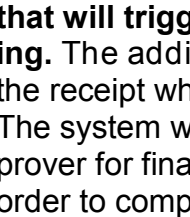
- Departments Need a Receipt Approver Role Set Up in ASTRA
- Review eProcurement Invoices Requiring Receiving Action
- What's New for PaymentNet
- Supplier Scam Alert
- Seattle Tax Rate to Increase
- Announcement: Procurement Services will be Moving Soon
- Procurement FAQ's
 - What if I find an Open Balance that should not be on my budget?
 - I need help with a subaward/subcontract BPO
- University of Washington wins 2014 Public Agency of the Year Award
- Stay tuned for the Husky Green Award winners....

FOR ALL OF YOUR SUPPLIER CONTRACT NEEDS GO TO:

[UW CONTRACTS](#)

[FOLLOW US ON TWITTER](#)

Headline News



Departments Need a Receipt Approver Role Set Up in ASTRA

Receiving Reminder

Receiving is mandatory for all BPOs. A BPO can be received by one of the following, all of which receive email notification when receiving is required:

- The Preparer of the BPO (the user who creates and submits the BPO)
- The Requester of the BPO (a different user specified by the Preparer using the Contact field)
- The Central Receiver, optionally defined for the organization with an ASTRA role

Why is this important?

Now that campus has the ability to initiate their own BPOs in Ariba, receiving has become more impactful. Of these roles above, the **Preparer is the role that will trigger an extra required approval if they are the person receiving.** The additional Receipt Approver is added to the approval graph of the receipt when a Preparer initiates the receiving in eProcurement (Ariba). The system will route the receipt the Preparer has created to the Receipt Approver for final approval. The Receipt Approver must approve the receipt in order to complete the receiving process to allow the invoice to be paid.

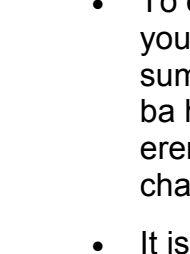
What you need to do:

If your department does not have this role established in ASTRA, please have a Receipt Approver set up in ASTRA for your department's organization codes so that these BPO receipts (if created by the Preparer) can route to the proper people for approval and completion. The recommended best practice is to have a least two people in this Receipt Approver role.

For more information:

Receiving webpage: <http://f2.washington.edu/fm/ps/how-to-buy/receiving>

How to Guide for Receiving: <https://f2.washington.edu/fm/ps/AribaBlanketPurchaseOrders/bporeceivingdepartments>



Review eProcurement Invoices Requiring Receiving Action

Invoices Pending Receiving Status: Action Required

Biennium close is fast approaching. Please review the invoices that are in pending receiving status and take the appropriate action in order to ensure the invoices are paid. Invoices will not release for payment until this step is complete.

Need Help Receiving?

If you need assistance with the Receiving function please refer to the [eProcurement Receiving webpage](#). In the *Topics Covered* section on the top of the page you will find information on:

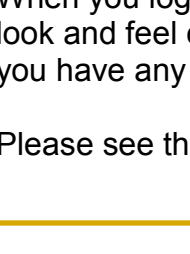
- **How to Receive** – Refer to “Receiving YouTube Video and How-to-Guides” link
- **How to Reject an Invoice** – Refer to “How to Handle Incorrect Invoices” link. **IMPORTANT:** Do not use the option to reject in the Ariba system receiving interface. This functionality will not reject the invoice.

Why Receiving Matters

- An accumulation of unpaid invoices can result in additional fees and budgeting and reporting discrepancies.
- The Invoice Reconciliation Specialists in Accounts Payable cannot release payment or perform the receiving task for you.

Additional Help

- To ensure you are reviewing these items regularly you can setup your Ariba email preferences to include a daily email notification summary of orders/contracts waiting to be received. From the Ariba home page, click Preferences-->Change e-mail notification preferences, then select Receipt from the pull-down menu. Make your changes and click Save.
- It is also recommended that you run the Receiving Exceptions Report at least once a week to review items in your queue. For instructions on running the report please refer to the “Ariba Exceptions Report” link under the *Topics Covered* section of the eProcurement Receiving webpage.
- Additional training material in the “Receiving and Reports” link under the *Topics Covered* section of the Procurement Services [Independent Study](#) webpage.



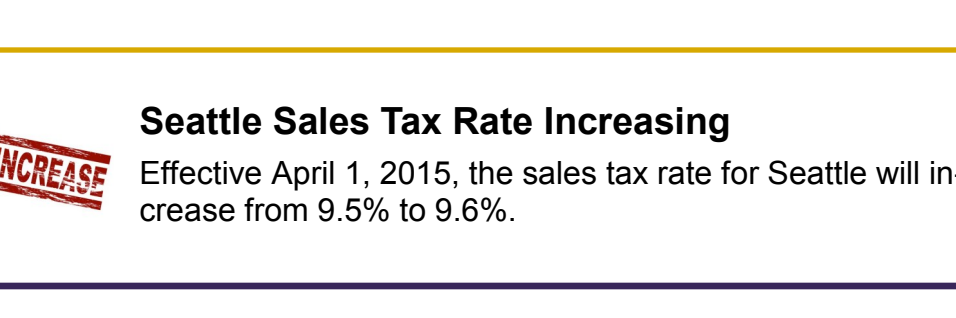
What's New for PaymentNet

This “What’s New” communication provides a preview of upcoming enhancements to PaymentNet®. The new enhancements will be available on March 23, 2015.

Separate Views for Users with Multiple Roles

For this release, the online experience for PaymentNet users with multiple roles will be changed. Today, PaymentNet combines scope of view and permissions across roles and presents a combined view online. After the release, roles will be separated and users will only be able to access one role at a time within PaymentNet. This change will tighten controls and ensure users take appropriate actions when acting in a specific role.

You will need to toggle back and forth with your “Role”. Change the drop-down box to go back and forth. More information is on the Procard website.



Compliance Monitoring

Compliance monitoring gives administration office insight into spend activity that may not adhere to Procurement card policy. With compliance monitoring, Card Services office will set up monitors for cardholder transactions. If a transaction falls within the monitored criteria, a flag will be visible next to the transaction ID.

Merchant State/province	Merchant Name	Parent ID
UN	PH4 TEST DEBIT	PH4 TEST
UN	PH4 TEST DEBIT	PH4 TEST

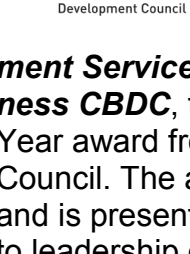
The types of monitors are:

- Single transaction amounts – monitor transactions that exceed a specified dollar amount
- Split transactions - monitor purchases that have been split into multiple transactions, possibly to circumvent the account single transaction limit
- Questionable merchants – monitor transactions completed at specific merchants*_ Questionable merchant category codes - monitor transactions with merchants that belong to a specific merchant category code

What you need to do

When you log in on or after March 23rd, there will be some changes to the look and feel of the website. Take some time to look around and let us know if you have any problems.

Please see the [ProCard webpage](#) for more info.



Supplier Scam Alert

The University of Washington has been experiencing numerous fraudulent emails to suppliers posing as UW employees in an attempt to purchase items on behalf of the UW. The perpetrators of this scheme are requesting quotes not using typical UW processes to do so and are not using a valid University email address.

This is happening all across the country at institutions like ours. Purchases are being initiated with suppliers through an email request by an international crime organization based in Nigeria, and in our case, posing as UW employees by using basic contact information that is in our UW Directory.

University department staff are rarely contacted about these scams, most times the scammed supplier usually contacts our UW Accounts Payable office, but it's important that university staff have some knowledge of this fraud scheme in case a supplier contacts them about a fraudulent purchase.

For more information & guidance, please go to the [Procurement Services Scam & Fraud Updates webpage](#). If you have any questions or would like to report an incidence of purchasing fraud, please email David Wright at djwright@uw.edu.



Seattle Sales Tax Rate Increasing

Effective April 1, 2015, the sales tax rate for Seattle will increase from 9.5% to 9.6%.

Announcement



Procurement Services will be Moving Soon

Yes, the rumors are true, Procurement Services along with Grant & Contract Accounting will be moving our offices after 48 years in the same location on University Way, just south of 40th. We'll be in our new, modern space in the Roosevelt Commons West building at 4300 Roosevelt Way NE beginning May 11th.

We'll have the same phone numbers and emails, so contacting us in those ways will be the same. We're excited about our new digs and look forward to seeing you there sometime soon. As we get closer to the move-in date we'll be sure to send out more details about our new location.

Procurement FAQ's

What if I find an Open Balance that should not be on my budget?

Review this order in Ariba to make sure everything has been invoiced that should be paid. If the balance should be closed, please fill out the request form at <http://f2.washington.edu/fm/ps/change-close> to have the order closed.

I need help with a subaward/subcontract Blanket Purchase Order (BPO).

Please visit the [Office of Sponsored Programs \(OSP\) webpage](#) about outgoing subcontracts, which contains guidance on creating, modifying and closing a subcontract BPO.

Business Diversity News

University of Washington wins 2014 Public Agency of the Year Award

On Friday, March 13, 2015, based on the diligent work of the **Business Diversity Program** and its partners, **Procurement Services**, the **Capital Projects Office** and **Foster's School of Business CBDC**, the University of Washington won the 2014 Public Agency of the Year award from the Northwest Mountain Minority Supplier Development Council. The award recognizes the utilization of Minority Business Enterprises and is presented to member organizations that excelled in their commitment to leadership excellence in business performance, inclusive performance, and minority business development.

This is the 3rd time that the University of Washington has won this award. You can read more about this honor [here](#).

Green U News

Stay tuned for the Husky Green Award winners....

We received many nominations for our annual green awards and thank you UW students, faculty and staff for taking the time to recognize sustainability excellence. Our nominees will be recognized and winners announced during the Earth Day celebration on April 22nd, so stay tuned for more information coming soon!

eNews Subscriptions

Was this newsletter forwarded to you? Would you like to subscribe to UW Procurement eNews for yourself? If so, why not sign up to receive this timely newsletter directly by clicking on the provided link below. Subscribe to receive each edition of this periodically published newsletter.

<https://mailman.u.washington.edu/mailman/listinfo/procurementservicesnews>

If you no longer want to receive our newsletter, you will need to unsubscribe at the same location above by going to the *ProcurementServicesNews Subscribers* section at the bottom of the web page and enter your UW email address and press the *Unsubscribe or edit options* button.

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