



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.

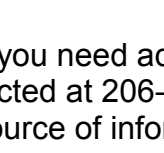
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FOR ALL OF YOUR SUPPLIER CONTRACT NEEDS GO TO: [UW CONTRACTS](#)

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Headline News

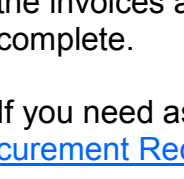


Biennium Close Website Updated for 2013-15 Biennium

The newly enhanced [Biennium Close website](#) has been completely updated with the necessary information and recommended transaction cut-off dates for the 2013-15 Biennium. The information spans all of our systems affected by the biennium providing cut-off dates and instructions. The dates contained in the [Biennium Cut-Off Dates](#) web page are the recommended dates in which those transactions must be received, and or processed, to ensure the greatest opportunity for posting to the current 2013-15 Biennium.

Check out the helpful quick links in the Biennium close toolkit (right side box) which includes links to terminology, FAQ’s, helpful biennium guidelines, an online training presentation and contact information, and please also check out the guidance at the [MyFinancial Desktop Biennium Close Information webpage](#) for additional assistance.

If you need additional guidance, [Procurement Customer Services](#) can be contacted at 206-543-4500 and they will be able to connect you to the right source of information.

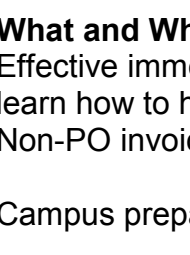


An Important Note about “Receiving” for the Biennium Close

Invoices Pending Receiving Status: Action Required

With Biennium Close fast approaching it is critical to understand the importance of the *Receiving* function in eProcurement. All eProcurement Blanket Purchase Orders require *Receiving*. 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.

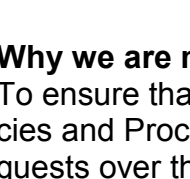
If you need assistance with the *Receiving* function please refer to the [eProcurement Receiving webpage](#).



eProcurement Server Maintenance: April 16, from 6am - 9am

The eProcurement (Ariba) system will be down on Thursday morning, April 16th from 6:00am to approximately 9:00am for server maintenance. The Maintenance page will be posted until the system is available. We apologize for the inconvenience, but confident that this gives you ample time to plan accordingly for the outage.

eProcurement Training



Handling Unauthorized Purchases & Adding a Buyer as First Approver

What and When:

Effective immediately, campus preparers can follow this step-by-step guide to learn how to handle an *unauthorized purchase* in the eProcurement (Ariba) Non-PO invoice module for invoices over \$10K (excluding freight and taxes).

Campus preparers will also learn how to:

- Add a UW Central Purchasing Office Buyer as a First Approver within the eProcurement Non-PO Approval Flow section
- Communicate important information to a Buyer using the Comments and Attachments sections, in order to comply with University Policies and Procedures.

What you need to do:

To access this step by step guide, go to the Procurement Services website and click on “Non-PO invoice” located under the “PAYING” tab. Then, click on [How to Handle Unauthorized Purchases Using Non-PO Invoices](#).

Why we are making this change:

To ensure that campus preparers are following the correct Procurement Policies and Procedures when submitting eProcurement Non-PO Invoice requests over the \$10K direct buy limit.

More info:

If you have any questions please contact Procurement Customer Service at pcshelp@uw.edu or at 543-4500.

Announcements



Save the Date: Spring Forums

Procurement Services is finalizing the dates for the spring forums. We'll have much to share with our progress in developing eProcurement (Ariba) purchasing options for the commodity exceptions that previously could only be purchased using PAS.

The format for these [spring forums](#) will be more like a town hall meeting. We'll have a short presentation providing updates and announcements and then will turn it over to our audience, for a rich and informative dialog.

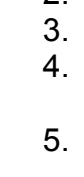
We currently have three locations scheduled at this time at:



William H Foege Genome Sciences, S060
Thu 4/23/2015
1:30-3:00



UW Tower Auditorium
Thu 4/28/2015
9:30 – 11:00



HUB 250
Tue 4/30/2015
9:30 – 11:00

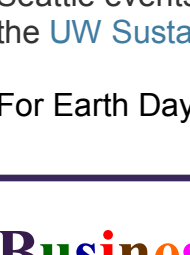
We are working on dates for South Lake Union, Bothell and Tacoma and will announce those times when they are available. So look for an announcement with registration information next week and register for a convenient venue near you.

We look forward to seeing you all once again. Any questions or outreach requests, please contact [David Wright](#) at 206-616-7076.



CTA Phone Number Change

To better serve our ProCard & CTA/Travel Card customers, we will be using one phone number for ProCard and CTA. Effective immediately, please call 206-543-5252 for ProCard and CTA/Travel Card inquiries.



MyFinancial Desktop Phone Number Change

Effective Wednesday, March 18th the MyFinancial Desktop support line phone number is changing to 206-543-4500.

eProcurement Tips & Tricks



eProcurement (Ariba) Roles and Authorization

Ariba roles are how the system determines what functions a user can perform in the different modules (within Ariba). If you have a UW Net ID you will have access to most features (some exceptions apply, [see webpage](#)). These roles are set up in ASTRA by the Authorizer for each department. It is important to note that different modules in Ariba offer different roles. Knowing what roles apply to which module, and what roles you the user have, will make for a smooth transaction when using the Ariba functionality.

Procurement FAQ’s



How do I set up a default budget number or default delivery address in eProcurement?

For visual instructions and guidance, please visit the [Changing Preferences in Ariba eLearning](#) on our [Independent Study](#) section.

1. Select **Preferences** from the command bar.
2. Select **Change your profile** from the options provided.
3. Click on the link for **Step 2 Account/Ship** in the left panel.
4. To set a default **Budget Number**, click the down arrow to the right of the Budget Number field and select “Search for more...”.
5. Enter the **Budget Number** (with no dashes) in the search field and click Search. (Alternatively, you can click the down arrow on the field to select **Name** if you prefer to search by the name of the budget.)
6. Click the **Select** button to choose the default Budget Number.
7. To set a default **Ship To**, click the down arrow to the right of the **Ship To** field and select “Search for more...”.
8. Enter part of the address (e.g., street name or address number) into the search field and click **Search**.
9. Click the **Select** button for the address you wish to set as your default shipping location.
10. Click **Next**.
11. **Type in an option internal comment.**
12. Click **Next**.
13. Click **Next**.

Click **Submit** to submit the change. Note: There is no approval required for this change.

Green U News



Earth Day Announcement

The UW Earth Day Celebrations brings students, faculty, staff, and community members together to celebrate the environmental stewardship and sustainability efforts across our UW campuses. Groups can share information about their mission, educate others about their area of environmental focus, and encourage others to get involved.

The central UW Seattle Earth Day celebration will take place on Red Square on April 22, along with other events throughout the week. For additional UW Seattle events, as well as events at UW Bothell and UW Tacoma, visit the [UW Sustainability Events Calendar](#).

For Earth Day details: <https://green.uw.edu/earth-day-2015>

Business Diversity News

BDP is Calling for Passionate Readers

Got free time but have nothing to read? BDP to the rescue! BDP has pulled a couple of current newsletters from our diverse suppliers into one place to streamline the steps for you to enjoy them. Can't wait to read them? [Happy Reading!](#)

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