



# 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.

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## In This Issue

- New: Changing or Closing eProcurement BPOs Webpage
- Biennium Close Tips & Reminders
  - BPO Receiving for 2013-15 Biennium Close
  - Biennium Close Recommended Deadlines for Today

## Headline News



### **New: Changing or Closing eProcurement BPOs Webpage**

Now Available: [Changing or Closing eProcurement Blanket Purchase Orders \(BPOs\) Webpage](#)

**What Is It?** This new webpage includes general information about the BPO change and close processes, along with more specific guidance, such as tips, best practices, and step-by-step instructions.

**Why Is This Important?** Thanks to valuable feedback from our process partners, we created this webpage dedicated to the process of changing and closing BPOs, including the following items:

- Who can change/close a BPO and when
- What you can and cannot change on a BPO

- Monitor and Approve your NonRIP invoices in PAS
- Change Orders
- Invoices using a PAS PO
- Dates when Checks will be Available during Biennium Close

- Sigma-Aldrich Global Distribution Agreement for Roche’s Biochemical Reagents
- VWR Life Science Show Today at 1 PM
- Machinery and Equipment (M&E) Exemption Object Codes and DOR Certificate How-to Video
- Basic Sales & Use Tax Training
- Zippy Dogs Has Swag for You

### Quick Links

[Procurement Services Website](#)

[Ariba Buying Portal](#)

[Newsletter Archive](#)

- Step-by-step instructions on how to:
- Access the Change screen
- Change a BPO’s Contact
- Change Contract Dates
- Change Contract Funds & Tolerance Percentages
- Change Line Item Amount or Quantity
- Grant or Remove Edit Access
- Close a BPO
- Links to additional resources

**What you need to do:** As of today, when you need to change or close a BPO, you no longer need to complete the request form in the [Changing or Closing eProcurement Catalog and Non-Catalog Orders](#) page. Instead, visit the [Changing or Closing eProcurement Blanket Purchase Orders](#) page and follow the step-by-step instructions.

## Biennium Close Tips & Reminders

### BPO Receiving for 2013-15 Biennium Close



***Do you have BPOs that need to be paid during the 2013-15 Biennium?***

In order to ensure expenditures are charged to the expiring Biennium, eProcurement Blanket Purchase Orders (BPO) **must be fully received by the department by 5pm on June 19th**. This allows time for central office processing of the payment.

#### WHAT ACTION SHOULD YOU TAKE NOW?

- **Run the *Receiving Exception Report* in eProcurement** to monitor invoices that are waiting for payment and must be received. For more information, refer to this step-by-step guidance on how to run the Receiving Exception Report: <http://bit.ly/1RaL6Rg>
- **Pay attention to the daily email from ariba\_apps** with the *Subject: Orders/Contracts Must Be Received*.

#### WHY DO YOU NEED TO RECEIVE?

*Receiving is mandatory for all eProcurement BPOs.* Receiving allows you to release funds for payment once all goods have been received and/or services rendered. **Receiving must be done to allow invoices to be paid.**

## About Procurement Services

[Organization Chart](#)

[Mission Vision and Values](#)

[Directions, Parking & Hours](#)

## Contact Us

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### WHAT HAPPENS AFTER JUNE 19?

It is possible that expenditures fully approved, received and invoiced after June 19th will post to the expiring biennium. To understand more about Biennium Close Cut-off dates, visit: <http://f2.washington.edu/fm/ps/reports-reconciliation/bienniumclose/cutoff>

### WHAT DO YOU NEED TO DO IF A BPO INVOICE IS INCORRECT?

If a BPO invoice is incorrect, it is important that you take steps to have the invoice rejected. Follow the steps on *How to Handle Incorrect Invoices* on the Receiving Website: <http://f2.washington.edu/fm/ps/how-to-buy/receiving#IncorrectInvoice>



## Biennium Close Recommended Deadlines for Today

### June 18<sup>th</sup>

- *Liquidate PAS POs and Close eProcurement Open Balances*

### June 19<sup>th</sup>

- *CTA & Procard purchases (including equipment) for 2013-15 biennium should be made by 6/19*
- *Refund Check Requests (refund funds from a revenue budget)*
- *Credit Memos received in AP for old biennium*
- *Ariba Orders (eProcurement Catalog & Non-Catalog) should be fully approved and invoiced and BPOs must be fully received*  
*Ariba Transactions (eTravel, eReimbursement, P2I, Non-PO Invoice) should clear the approval process and be fully reconciled.*

For other imminent recommended deadlines go to:

<http://f2.washington.edu/fm/ps/reports-reconciliation/bienniumclose/cutoff>

or go to the Biennium Close website for additional guidance.



**Monitor and Approve your NonRIP invoices in PAS**

**Invoices over \$10,000 cannot be released for payment without department approval.** Please use the “NonRIP Invoices Pending” report in [PDR](#) to monitor and approve invoices over \$10,000. Accounts Payable will not be able to send individual reminders to departments with pending invoices.

NonRIP Invoices with department approval made by 5:00pm on July 10<sup>th</sup> will be applied toward 2013-2015 biennium funds. Approvals received after July 11<sup>th</sup> may be processed against new biennium funds.



## Change Orders

**Have you made a change to a Blanket Purchase Order in Ariba?**

The Procurement Services Team is focused on clearing BPOs and invoices that have had problems or changes made.

### **What can you expect:**

If you have a BPO that has had a problem or needed a correction, the buyer will make a correction or change to the order. This will create a new version of the BPO. The buyer will contact you by email with instructions how to resolve the invoice.

### **What do you need to do:**

When a buyer makes a correction or change to the BPO, a new version of the order will be created. This starts the approval process all over. It is important that the order approver at the department approve the BPO version updates within 24 hours and follow the instructions from the buyers.



## Invoices Using a PAS PO

### **Determining the Biennium to be Charged**

Goods and services must be received on or before June 30 to be charged to the old biennium. Goods and services received July 1 and after will be charged to the new biennium. Invoices must be received in Accounts Payable by the cutoff date listed on the chart of [Biennium Close Document Types & Cut-Off Dates](#).

### **PAS Invoices**

Accounts Payable processes Vendor / Supplier invoices based on PAS purchase orders. On occasion, a supplier will send payable invoices

directly to the UW Department. **Please send supplier invoices directly to Accounts Payable (AP) at Box 354967.** Do not send invoices to the Purchasing Department.

**Note:** Use the [Procurement Desktop Reports \(PDR\)](#) to monitor the progress of your invoices during the biennium close process and help resolve invoices that are in discrepancy before the biennium close.

**>> RIP invoices (under \$10,000):**

- **Invoices dated June 30 and prior** will be charged to old biennium funds (regardless of the biennium indicated on the purchase order)
- **Invoices dated July 1** can be paid on old biennium or new biennium funds depending on when the items were received.
- **Invoices dated July 2 and after** will be paid on new biennium funds.

**>> Non-RIP invoices (over \$10,000):**

State the actual date of receipt or performance. Invoices will be charged to the correct biennium according to the date the goods or services were received.

**Note:** You can track and submit approval for invoices that are pending NonRIP department approval by reviewing the [Procurement Desktop Reports](#).



## Dates When Checks will be Available During Biennium Close

### General Payment Information for the 2013-2015 Biennium

The PAS system processes vendor payments every night *except* for 7/7/2015, which is the FAS biennium crossover. The PAS system cannot issue payments for new-biennium invoices before the FAS biennium crossover

***Please Note: PAS vendor payments include printed vendor checks as well as ACH and bankcard payments***

### DATES OF PAS VENDOR PAYMENTS (July 2015)

<b>July 1st - 6th</b>	Vendor payments dated July 1st - 6th are only for the PRIOR biennium (2013-2015)
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<b>July 7th</b>	<b>PAS system will be down and unavailable from about 6pm on the evening on July 7<sup>th</sup></b> (FAS biennium crossover occurs)
<b>July 8th</b>	No vendor payments issued today. No special payment requests can be accepted or processed.  The new Biennium is now set as 2013-2015
<b>July 9th</b>	First date for posting new-biennium PAS transactions to FAS
<b>July 27th until the next FAS biennium crossover in July 2017</b>	PAS vendor payments only available for NEW biennium (2015-2017)

## eProcurement Supplier News



### **Sigma-Aldrich Global Distribution Agreement for Roche's Biochemical Reagents**

Attached is a [news release from Roche](#) announcing that Roche will discontinue their freezer program effective July 1<sup>st</sup>. Sigma Aldrich will be taking over the distribution of Roche's Biochemical Reagents. Campus will now need to use Sigma to order those products, Sigma will honor Roche's pricing.

### **VWR VWR Life Science Show Today at 1 PM**

VWR is hosting a life Science Show in the Health Sciences Rotunda from 1 PM-3 PM today, June 18<sup>th</sup>. VWR is on the E&I contract and provides free shipping for all eProcurement orders. More information is available by reviewing the [VWR Flyer](#) for this event.

## Training

## Machinery and Equipment (M&E) Exemption Object Codes and DOR Certificate How-to Video

The Equipment Inventory Office has completed a training video to assist departments with the object code and DOR certificate portion of the M&E purchasing process. The video can be found on our [Equipment Inventory Videos](#) website. Please share with your departmental purchasing staff if you use the M&E Exemption.



Contact EIO at [eio@uw.edu](mailto:eio@uw.edu) with questions.



## Basic Sales & Use Tax Training

This class introduces basic sales and use tax concepts and also the fundamentals of how to determine taxability of a particular transaction.

**Thursday, Jun 25, 2015 - 1:00 pm - 2:30 pm**  
**Roosevelt Commons West - Oak Room (321)**

If interested, please sign up through our Tax Office Website at:  
<http://f2.washington.edu/fm/tax/node/251>

## Business Diversity News



### ZippyDogs Has Swag for You

If you were lucky enough to attend last winter's Annual Supplier Fair, it's likely that you'd spotted Zippydogs' colorful, orange-and-purple booth with swag like Husky coffee tumblers, apparel and more! Their high-energy, infectious teammates engaged campus buyers with the company's story – founded in 2000 by a UW alumna, ZippyDogs is a Women's Business Enterprise National Council-certified business providing eco-friendly products made in the USA.

Next time you need some branded swag, look no further than ZippyDogs. Their experienced staff is passionate about matching clients with the right products and designs – no one size fits all approach here! The company is passionate about and committed to environmental sustainability and fair labor standards, so clients can rest easy knowing that their products are

responsibly-sourced. From product ideas to design and last-minute rush orders, ZippyDogs has your swag covered!

More Zippy Dogs information is in [UW Contracts](#) but also check out examples of their work (and their fun blog!) on their website: [zippydogs.com](http://zippydogs.com).

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