



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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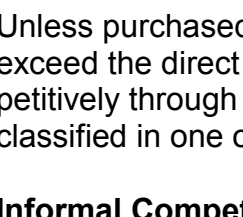
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FOR ALL OF YOUR SUPPLIER CONTRACT NEEDS GO TO:

[UW CONTRACTS](#)

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Headline News



Involve Procurement Services Early in the Purchasing Process

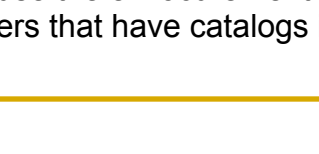
By involving Procurement Services with major purchases early in the process, you will ensure a more successful outcome. Competition is required in the absence of a pre-existing contract or a sole source justification for purchases over the current direct buy limit of \$10,000. The type of competitive process required is determined by the dollar amount of the purchase and the commodity. Departments may place orders with suppliers of choice within the direct buy limit without prior approval of Procurement Services, but departments are encouraged to involve Procurement Services early for any non-standard purchases regardless of the dollar amount.

Unless purchased from a contract vendor, goods and services expected to exceed the direct buy limit within a 12-month period must be purchased competitively through Procurement Services. Purchases requiring competition are classified in one of the following categories:

Informal Competition (\$10,000 to less than \$100,000): Process of soliciting competitive quotations from three or more suppliers using an informal method such as email, fax, phone. Used for smaller dollar purchases. Evaluation and award process conducted by Buyer, requiring minimal participation by customer. Solicitation must include both a certified Minority-owned (MBE) and a Women-owned (WBE) business.

Formal Competition (\$100,000 and up): Process of soliciting written, sealed bids from several suppliers. Formal competition requires that the solicitation be publicly advertised, through WEBS, a State of Washington website. Responses are due at a specific time and are opened, reviewed and evaluated through a process managed by the Buying staff using eProcurement's Sourcing process, with participation from the customer.

For more information go to: <http://f2.washington.edu/fm/ps/supplier-information/solicitation-process>. For additional assistance, email pcshelp@uw.edu or call 206-543-4500.



eProcurement Catalogs: Your First & Best Purchasing Option

It's important to know what suppliers are available as an eProcurement catalog. When purchases are made with an eProcurement cataloged supplier outside of the eProcurement system or even through the Non-Catalog process, there are no guarantees that you will receive the benefits associated with that contracted supplier. And please consider also that the catalogs are the easiest, most cost effective and efficient purchasing process for the University.

A few more things to remember. Our University-wide contracts are available through eProcurement catalogs. The Direct Buy limit does not apply to contracted eProcurement catalog suppliers, so departments do not have spend limits for those purchases. In addition, UW Terms and Conditions are in place for UW contracted suppliers which protects our dollars spent. So be sure to use the eProcurement catalog option when making purchases with our suppliers that have catalogs in eProcurement.



2014 Report to Stakeholders is now online

As part of our ongoing efforts to reduce costs as well as our impact on the environment, we have published the 2014 Report to Stakeholders online.

It contains this year's financial highlights and financial statements, including our independent auditor's report, as well as metrics, stories, and videos related to our students, research, community impact and sustainability efforts. You can [view the full report on](#) the UW's Financial Management website.

If you have any questions, please contact Dan Schaaf at 206-685-6423 or schaafd@uw.edu.

Procurement Tips & Tricks



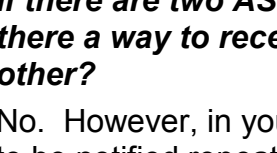
Confirming Supplier Addresses when Creating an Ariba PO/BPO

Sometimes when creating a Purchase Order (PO), the wrong supplier can be chosen in error. This can happen because many names are similar and the company has a similar product and is able to fill the order. In other cases, several large companies have different divisions and the company forwards the purchase order to the correct division but does not notify UW of the change.

Before creating a PO or Blanket Purchase Order (BPO), confirm your supplier's name and addresses using the [Supplier Search Procurement desktop Report \(PDR\)](#). The PDR displays all order and remit-to addresses so you can verify that the correct supplier or division of your supplier is available for use in eProcurement.

When an invoice is issued by a different supplier or company than what appears on the PO, Accounts Payable cannot reconcile the invoice against the original PO. This creates extra steps so that departments can have invoices reconciled and paid to the correct supplier. This often includes creating a Non-PO Invoice and submitting a request to close the original PO. To avoid these extra steps, try the Supplier Search PDR before you place your order.

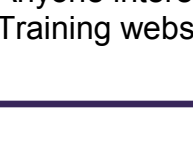
Save a Buck



Does your department have 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 better solution that doesn't involve the purchase or lease of equipment, and can save you time and money!

Supplier Spotlight



Argosy Cruises now a UW Contracted Supplier

Argosy Cruises is proud to be a preferred vendor for the University of Washington in 2015! Argosy Cruises is the largest Washington based boat charter and Tour Company and has been in operation on the Seattle waterfront for over 60 years.

In 2015, UW qualifies for a 20% discount off our standard boat charter rates. A standard charter is 3 hours and we have boats departing from Lake Union, Lake Washington and Elliott Bay on the Puget Sound. We are able to dock at the University of Washington's Husky Harbor and other locations; however additional docking fees may apply.

UW will also receive a 15% discount for events on Blake Island and Tillicum Village. Argosy Cruises purchased Tillicum Village in 2009 and has invested a lot of time and money over the years to make this a culturally accurate and respectful platform to educate the public on Northwest Native American tribe's customs and traditions. The long house is 14,000 Square and can accommodate groups of 50 up to 800 people. The 1000 square foot dining room has a large stage that houses the West Coast largest permanent installation, 3D ultra HD, holographic projection system.

When arranging University events, please reference UW Contract UW-14-0073 and use object code 03-37 when setting up the order. For pricing/availability and to customize your next event contact Peter Robinson at peterr@argosycruises.com or 206-676-3145. And if you'd like more information for these type of purchases go to the [Charters & Transportation webpage](#).

Procurement FAQ's



Why is the SSN required for each payment in P2I?

P2I does not save social security numbers. Each social security number is checked manually against the IRS database for accuracy by Central Office.

If there are two ASTRA approvers for a budget or organization code, is there a way to receive an email when it has been approved by one or the other?
No. However, in your Preferences section, there is an option that allows you to be notified repeatedly when an order still needs your (or the other person's) approval.

Tax Training



Upcoming Tax Training

Basic Tax Training: Sales & Use Tax
Tuesday January 20, 2014 - 1:00 pm - 2:30 pm
Purchasing 224 (bid room)

Note that the Basic Tax Training: Sales & Use Tax is also available online. Anyone interested in taking this training can take it by going to the Tax Office Training website: <https://f2.washington.edu/fm/tax/training/sales-and-use>.

Green U News



Nominations open for Husky Green Awards

It's time to recognize the University of Washington's green superheroes! [Nominations are open](#) for the sixth annual University of Washington Husky Green Awards, which recognize individuals and teams from all UW campuses who demonstrate initiative, leadership and dedication to environmental stewardship and sustainability.

If you know someone who deserves the spotlight for going above and beyond with their environmental actions, you can show your appreciation by nominating them for a Husky Green Award before **March 20, 2015**. Students, faculty, and staff from any of the UW campuses are eligible, and any member of the UW community can submit a nomination

Visit green.uw.edu/hga to nominate and for the full details.

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Procurement Services is a Division of Financial Management within University of Washington's Finance & Facilities

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If you have procurement related questions please email: pcshelp@uw.edu



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