



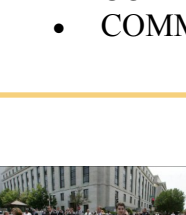
Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.

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

Headline News



New A/V Design Services Contract Is Here!

We've been keeping you updated on the progress our Strategic Sourcing Teams have been making on our new contracts, and we are pleased to announce that the long awaited contract for Audio/Visual Design Services is now in effect as of January 1st. This new contract consists of a supplier pool of five different companies that offer a vast array of knowledge and expertise in the A/V Design Services field.

This contract is searchable by keyword (such as audio, video, design services) or by Supplier name on the UW Procurement Services "[UW Contracts](#)" webpage. The five suppliers in this contract pool are:

- AVIDEX
- 3DF INC.
- BIZCO INC
- COMP VIEW INC.
- COMMERCIAL SOUND & COMMUNICATIONS INC.



Don't Miss Out on the 7th Annual UW Supplier Fair

The UW Supplier Fair is being hosted by Procurement Services and the Business Diversity Program. The fair will showcase suppliers in eProcurement, suppliers with a UW contract, as well as small, local, minority and women owned businesses. You will also have a chance to meet with staff from Procurement Services, the Business Diversity Program, and the Environmental Stewardship & Sustainability Office, so be sure to stop by the UW table.

There will be 68 booths to visit showcasing:

Audio Video products and services	Furniture
Computer products and services	Industrial Gases
Copiers & print management solutions	Life Science Products
Consulting Services	Office products
Electrical products	Research equipment
Electronics	Recycling Information

Check out the [complete list of suppliers attending the fair](#). It's not a requirement to register for the supplier fair if you plan to attend but it's very helpful if you do. [Please register here](#).

7th Annual UW Supplier Fair
February 20th, 2013 11am - 2pm
The HUB North Ballroom

light refreshments will be served

For more information please [read the flyer](#) or contact [Angela Battle](#) at 206-543-0847.



Changes coming to Non-PO Invoice and ProCard February 1st

Starting Friday, February 1st, campus users will see three new changes go into effect.

Procard Applications –

Cardholder added to the approval graph. If a person creates a card application on behalf of the actual cardholder, the cardholder will be added to the approval graph after the departmental approver. The cardholder will be required to agree to the terms of the card prior to the application going to the Central Procard Office for submission.

Non-PO Invoice –

Change #1 – Separation of duty is now built into the approval graph. The Non-PO Preparer will no longer be able to approve the invoice in the Funding Approver role. A separate Funding Approver will need to be added in Astra for that budget or org code, if one isn't already in place. *Tip: To see who is currently in the Funding Approver role, click the words "NonPO Funding Bgt Approver" on the approval graph.*

Change #2 – Users can now search for Non-PO Invoices by Title.

For more information or assistance with these changes, please contact Procurement Customer Service at pcshelp@uw.edu or 206-543-4500.



Managed Print Services is Right around the Corner

Managed Print Services (MPS) will be a service provided by an external supplier to improve the way we copy and print documents while saving up to 25% over current costs. The supplier will assess current practices on a departmental basis and recommend changes that result in lower costs and environmental benefits including reduced paper and energy use.

MPS includes simplified billing based on a "cost per page" model. Equipment, toner, supplies (excluding paper), maintenance, guaranteed service levels, and detailed account usage are all included in the service. Departments will no longer need to sign copier leases or purchase toner cartridges!

For more information, please contact [Carla Helm](#) at 206-543-8056.

eProcurement Update

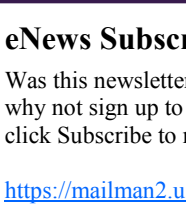


Update on Non-Catalog Ordering

The Pilot for the Non-Catalog Ordering module of eProcurement was completed successfully on November 30, 2012 with the participation of 9 departments (28 users). After the end of the pilot, the testers continued to use the feature and as of January 30th, 2013, a total of 371 Non-Catalog Orders had been placed.

The Procurement Services team is finalizing the processes, procedures, and support infrastructure for this feature, with a target of a "controlled rollout" sometime this spring. We sincerely appreciate the efforts of the Pilot Group for their participation and feedback.

Procurement Tips



New Procurement Desktop Reports

And here are 3 new Procurement Desktop Reports (PDR) that will open the curtain into data that hasn't easily been available before. Simply click on any of the PDR reports below to begin.

- [Non-PO Payments](#): Non-PO Invoices that have been paid with payment details
- [PAS Purchase Order Status](#): Requisitions assigned to a buyer but haven't been ordered
- [PAS Requisition Status](#): Purchase requests that have not been assigned to a buyer



Check Out what's going on with Your Department's ProCards

ProCard reports are developed in **Procurement Desktop Reports (PDR)**, a suite of web based reports available by our talented IT programmers in Procurement Services. The **ProCard reports** are available in a variety of transaction categories (high risk, split transactions, use tax etc.) and are useful to departments for tracking ProCard transactions and cardholder status, resolving issues, budget reconciliation, ensuring appropriate use of department resources and managing compliance issues.

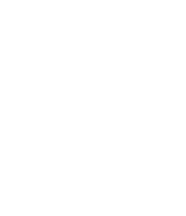
One Last Reminder



Pickup location for AP Checks moved to Mailing Services

AP check pickup location changed to Mailing Services on **January 16th**. Please note that you can continue to request to have special handling checks sent to your box number instead of flagging it for pickup. [Read more information online...](#)

Data Security



UW Weblogin Scam Alert

We are seeing a new bogus email appearing to come from UW Weblogin which announces irregular activity on your email account and requests that you log into a link that begins with weblogin.washington.edu.

This link is NOT related to the UW and appears to originate somewhere in Russia.

If you click on this bogus link, you get a replica of the UW weblogin page, designed to trick you into entering your UW NetID credentials.

If you have entered your credentials into this site, you should change your password at the valid UW site. You can go to the UW home page and search on "change password" or type this URL into your browser: <https://uwnetid.washington.edu/manage/>

Please let [Rebecca Galloway](mailto:Rebecca.Galloway@uw.edu) 206-543-0329 know if you have any questions.

eNews Subscriptions

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