



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

- Coming November 15th: Payments to Individuals
- eProcurement (Ariba) Supported Browsers
- New Policy on PAS Orders that Should Go Through Non-Catalog
- Tax Exemption Certificate Required for M&E Purchases
- Advance Payment on Multi-Year Maintenance Contracts Can Save Money!
- Agilent Now has Quotes Capability
- Office Depot Recognized For Its Commitment To Supplier Diversity
- Get UW Logo Products from ZippyDogs
- UW Wins Green Washington Award

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Headline News

Coming November 15th: Payments to Individuals

Payments

Does your department pay individuals for honoraria, services, awards/prizes, or other payments to an individual? Coming November 15th to Ariba, departments will have the ability to submit payments to Non-UW individuals for a variety of payment types. Some of the many benefits to this new process are:

- Paper reduction with the elimination of many check requests, helping the UW reach the state paper reduction goal of 30%
- Encrypted tax ID numbers
- Better visibility to department approvals, work flow, and status
- Supplier registration form not required
- Ariba document retention of six years allows budget reconcilers to always have access to the source documentation

Training classes and eLearning opportunities are available.

Interested in finding out more? See the Payments to Individuals web page:

<http://f2.washington.edu/fm/ps/how-to-pay/individuals>

Have additional questions? Contact pcshelp@uw.edu.



eProcurement (Ariba) Supported Browsers

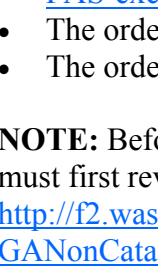
Recent updates for some web browsers have resulted in eProcurement users experiencing issues with some functionality. A list of currently supported browsers for our eProcurement (Ariba) system can be found here: <http://f2.washington.edu/fm/ps/ecommerce/eprocurement/browsersupport>.

If your current browser version is not listed as supported, you may want to revert to the previous version until the newer version is a supported browser for the eProcurement system. We have instructions to help you in our Getting Help section of the Procurement Services website. Please review the instructions for Internet Explorer and Firefox browsers posted under eProcurement Updates here:

<http://f2.washington.edu/fm/ps/getting-help/eprocurement-changes>

Reminders

New Policy on PAS Orders that Should Go Through Non-Catalog



Effective November 15th, 2013. All NEW requisitions submitted through the Purchasing and Accounting System (PAS) that could be submitted as eProcurement Non-Catalog Orders will be returned to users for placement in eProcurement. **PLEASE NOTE:** *The EI number generated by eProcurement is a Purchase Order number (the equivalent of a PAS TReq Number) and can be used as the PO number in all supplier communications.*

What does this mean to campus?

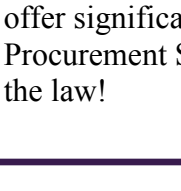
Procurement Services will cancel a new PAS requisition and ask that the user create an eProcurement Non-Catalog Order instead when:

- The order is under \$10,000.
- The items on the order are NOT on the PAS Small Dollar Purchase exceptions list: <http://f2.washington.edu/fm/ps/how-to-buy/purchase-order/under-direct-buy-PAS-exceptions>
- The order requires that a purchase order be sent to the supplier.
- The order is not a standing order (recurring order).

NOTE: Before users can be granted authorization to create Non-Catalog Orders, you must first review the online training material available at: <http://f2.washington.edu/fm/ps/sites/default/files/training-and-events/GANonCatalogOrdering.pdf>.

After reviewing the training materials you must take an online knowledge assessment and pass with a score of at least 80% (15 of 18 questions correctly answered). Once achieved, you will be signed up in Astra within 2 business days for Non-Catalog Ordering.

Questions? Please contact [Procurement Customer Service](#) at 206-543-4500.



Tax Exemption Certificate Required for M&E Purchases

Machinery & Equipment (M&E) tax exemption purchases in eProcurement will require an official Department of Revenue (DOR) Manufacturer's Sales and Use Tax Exemption Certificate (M&E Certificate) be attached to the order.

Effective 11/1/13, Machinery and Equipment (M&E) purchases in eProcurement will require an official DOR M&E Certificate be attached to the order. This will strengthen the University's compliance with DOR requirements.

Detailed procedures of the new process can be found on the Equipment Inventory Office's *M&E Procedure – eProcurement* webpage: <http://f2.washington.edu/fm/eio/m-and-e-eprocurement>

Please contact EIO at eio@uw.edu or (206) 543-4663 with questions.

Save a Buck



Advance Payment on Multi-Year Maintenance Agreements Can Save You Money!

A change in state purchasing laws in 2012 allows payment for maintenance (service) agreements up to 5 years in advance. Suppliers may offer significant discounts for payment of maintenance agreements in advance. Procurement Services has saved over \$166,000 in the past year due to this change in the law!

eProcurement Updates



Agilent Now has Quotes Capability

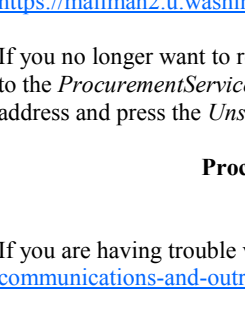
The next time that you need to order from [Agilent](#) please look at the left side bar and you will see "My Quotes."

From there you can enter your quote number and then click on the quote number in the list. You will then have a button that you can push to send the quote to the cart.

Agilent provides reliable laboratory productivity solutions, optimized for your applications and workflows. Agilent is committed to delivering better and faster results through a combination of industry-leading instruments and scientific expertise, easy-to-use software and a full range of global support services.

Contact [Linda Yue](#) for any product information or quotes at 800-227-9700.

Business Diversity News



Get UW Logo Products from ZippyDogs

ZippyDogs is a University of Washington contracted supplier and an official licensee of UW logos and trademarks. ZippyDogs sources innovative promotional products that work, and can provide eco-friendly promotional products and apparel and is a champion of Made in the USA goods. Their experience, technical expertise and deep industry knowledge helps in sourcing items that achieve business goals.

For more information, go to [UW Contracts website](#), or contact ZippyDogs at 206-938-8828.

Office Depot Recognized For Its Commitment to Supplier Diversity

Company Named to MBN USA Magazine's 2013 Corporate 101 List

Office Depot, a leading global provider of office supplies and services and a key [eProcurement](#) supplier, recently announced that the Company was named to [Procurement Services News \(MBN\) USA](#) magazine's 2013 Corporate 101 list. Office Depot was recognized for its unwavering commitment to supplier diversity.

Office Depot's commitment to supply chain diversity is evident in the Company's comprehensive Supply Chain Diversity program which provides Historically Underutilized Businesses (HUBs) ample opportunities to grow and prosper. The Company actively seeks out promising HUBs that are certified minority-, women-, disabled- and veteran-owned to ensure equal opportunity in the supplier selection process. Office Depot also produces an annual HUB catalog that features an assortment of more than 1,600 items from select HUB suppliers.

If you would like more information about Office Depot, please contact [Cindy Tsuei](#) at 253-872-1711.

Green U News



UW Wins Green Washington Award

The University of Washington's sustainability leadership was recognized at the fifth annual [Green Washington Awards](#), hosted by Seattle Magazine. The event celebrated 50 organizations in Washington state demonstrating leadership and commitment to sustainable business practices.

The University received the Silver Award in the Academia category—one of 12 categories honoring the 22 top sustainability-minded organizations. Seattle Magazine's November 2013 issue features the UW alongside other winners. The feature highlights the UW's ground-breaking Smart Grid project, energy efficiency improvements, LEED construction, Green Roofs, and sustainably-remodeled Husky Stadium among its many "green" accomplishments.

"This award touches so many aspects of our organization," said Sandra Archibald, Dean of the UW Evans School of Public Affairs and Chair of the Environmental Stewardship Committee. "It's indicative of how we live and work, and what we value as a university and as a community. We are extremely honored to be recognized among Washington's leaders in sustainability."

The UW consistently [ranks](#) among the top environmentally-friendly schools in the United States. Most recently, the University was named to the Princeton Review's Green Honor Roll and the Sierra Club's "Greenest Colleges" list.

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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

