

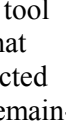
Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.

Please note that not all topics in this newsletter apply universally across all UW departments and Medical Centers. Always follow your own department policies.

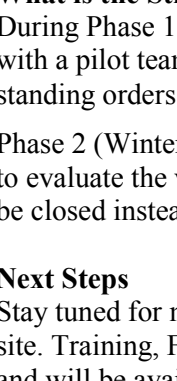
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FOR ALL OF YOUR SUPPLIER CONTRACT NEEDS GO TO:
[UW CONTRACTS](#)

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Headline News



Blanket Purchase Orders in Ariba

What is an Ariba Blanket Purchase Order?

A Blanket Purchase Order (BPO) is an agreement to spend a specific amount of money with a supplier over a period of time. It may or may not specify the items or services you are going to purchase.

What Does an Ariba BPO Replace?

BPOs in Ariba will replace blanket or standing orders that are currently open in PAS.

What Does this mean for campus?

Procurement Services continues move additional transactions into Ariba. This new feature allows buyers to convert current PAS blanket and standing orders to Ariba BPOs. The tool will be used primarily by Procurement Services staff to migrate selected PAS orders that previously could not be processed as eProcurement orders. Buyers will work with selected departments and suppliers to participate in this process. During this project, only the remaining balances of the PAS orders will be converted to the new eProcurement BPOs, and the PAS orders will be closed.

What is the Strategy?

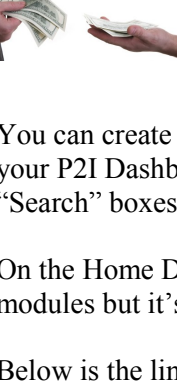
During Phase 1 of the rollout starting in early December, Procurement Services will work with a pilot team of departments and suppliers to convert select, existing PAS blanket and standing orders to Ariba BPOs.

Phase 2 (Winter 2014) Procurement Services will focus on working with campus departments to evaluate the validity of the existing PAS orders, and if the order is not being used, it will be closed instead of converted.

Next Steps

Stay tuned for more information in future newsletters and on the Procurement Services Website. Training, Frequently Asked Questions (FAQS) and Best Practices are being developed and will be available soon.

Procurement Services Contract Management Project



What is Ariba Contract Management?

Contract Management is an Ariba solution that controls the creation of contracts and will serve as a repository for UW contract information. It allows contract managers work collaboratively with campus departments and their suppliers in an online workspace to create a contract.

What are the Benefits to UW?

Contract Management will replace a manual, paper-based contract negotiation process with an online tool where the key stakeholders involved in contract negotiation can all participate electronically. The system provides version control, audit trail history and other crucial features. Adoption of this new solution significantly reduces paper, increases data security and provides visibility to the contract management process for those participating.

What does this mean for campus?

The tool will be used primarily by Procurement Services staff to create, negotiate and manage contracts. Campus departments that are participating in contract management will now have online visibility to the process. Employees in these departments may be invited to review and approve documents and to perform specific tasks. If your department is asked to participate in the pilot phase of the rollout, you will be contacted by a contract manager from Procurement Services.

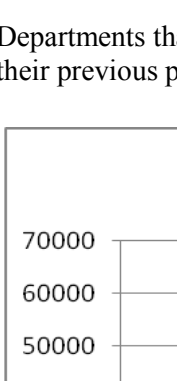
Project Status

Procurement Services and select campus stakeholders conducted design meetings. The Phase 1 design of our UW contract solution is now complete and we are in the process of gearing up for the pilot testing phase.

Next Steps

Stay tuned for more information in future newsletters and on the Procurement Services Website. Training, Frequently Asked Questions (FAQS) and Best Practices are being developed and will be available soon.

Payment to Individuals (P2I) Tab in Ariba



Are you trying to locate the P2I tab in Ariba and can't find it where other Ariba tabs such as Procurement, Travel, Invoicing, and Reimbursement are residing?

You can create the P2I tab yourself and choose the content boxes you would like to see on your P2I Dashboard. Some common content boxes are "To Do," "My Documents" and "Search" boxes.

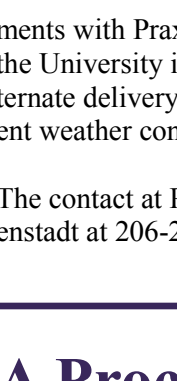
On the Home Dashboard you can see, approve and search for documents for all the Ariba modules but it's easier to locate the documents if you have a separate tab for each of them.

Below is the link to the instructions on how to create the P2I tab and the P2I Dashboard:

<https://f2.washington.edu/fm/ps/how-to-pay/individuals#tab>

Try it and see for yourself how easy it is.

Deadline for Accepting Paper Check Requests



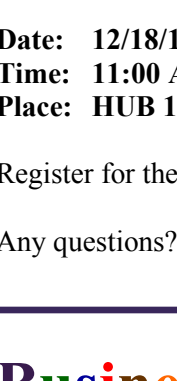
DON'T MISS THE DEADLINE!
 Due to the overwhelming success of the Payment to Individual (P2I) module, starting January 2nd, Procurement Services will be putting P2I into full swing. We will be returning all paper check requests for Honorariums, Royalties, Awards/Prizes, Non-UW Scholarships, Services (one-time), Associated Expenses and Performers after this date and requesting that they all go through the P2I module in Ariba. If you are unfamiliar with the P2I module or if you want to learn more, you can go to our e-Learning website at <http://f2.washington.edu/fm/ps/training-events/independent-study> and check out our [Introduction to Payments to Individuals \(P2I\)](#) eLearning.

Payments to Students for Services



On January 2nd, Procurement Services will be putting the Ariba module Payment to Individual (P2I) into full swing. We realize that your department has a lot of payments that are made to students for miscellaneous services and we would like you to start submitting these payments through the P2I system. These requests can be put through on the Services (excluding honoraria) selection and can be used for consulting, design, analyzing, editing/reviewing and more. Part of the requirements of using the P2I system for services is attaching an invoice for these services. If you are unfamiliar with the P2I module or if you want to learn more, you can go to our e-Learning website at <http://f2.washington.edu/fm/ps/training-events/independent-study> and check out our [Introduction to Payments to Individuals \(P2I\)](#) eLearning.

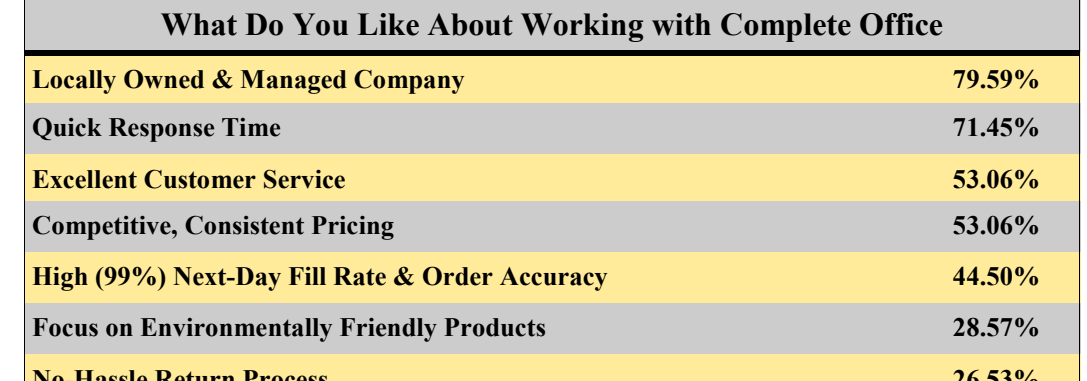
Save a Buck



Statistics Demonstrate Success for UW Managed Print Services (MPS)

The MPS program allows everyone in the UW community to play a part in reducing costs and supporting sustainability, by managing the way we copy and print. And if statistics are any indication, it would seem that Managed Print Services has been a huge success, with 170 new multifunctional printing devices installed since the program started in March 2013.

Departments that have gone the MPS route are saving hard dollars, an average of 33% over their previous process. To this date, the University has saved \$170,301.



Check out the MPS website at <http://f2.washington.edu/mps/home> to learn more about the MPS program and to schedule an assessment of your department's copy/print environment.

Reminder

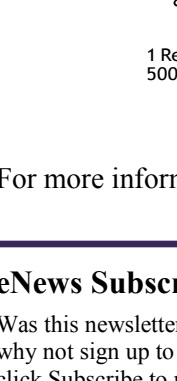


Attention UW Praxair Customers!

With inclement weather now upon us, UW Procurement Services strongly encourages UW lab's to make delivery arrangements with Praxair in order for them to continue to provide uninterrupted deliveries in case the University is informed. If Praxair does not have a key to access a lab, or is not provided alternate delivery information from a lab, they will be unable to make deliveries under inclement weather conditions.

The contact at Praxair to coordinate keys and/or alternate delivery instructions is Dan Mackenstadt at 206-255-0467 or dan_mackenstadt@praxair.com

A Procurement Tip



Consolidating Your Orders: A Best Practice

Guidance from Office Depot, an eProcurement Catalog Supplier

The way we order has changed over the years. We are now able to order online and get our products the next business day. This method of ordering is most effective if you use it wisely and efficiently while taking into consideration our awareness of the world and our impact on it. It's important to consolidate your office supply orders which will result in reduced shipments, reduced costs, and reduced impact on the environment.

Your Office Depot representatives, Scott Komine and Cindy Tsuei, can partner with you to identify opportunities to consolidate your order, drive more efficient ordering patterns and reduce cost. For more information read their [consolidating orders flyer](#) and contact [Scott Komine](#) at 206-685-3556 or [Cindy Tsuei](#) at 253-872-1711.

UW Contracts News



UW Hotel Pool: Featuring Inn at the WAC

The Strategic Sourcing Team for Hotels and Conferences (Sophia Meyer-ing, Contract Specialist & Kassy Ellefson, Senior Buyer) have negotiated and executed contracts with over 25 hotels that are available for campus wide use. One of the hotels we would like to highlight today is the *Inn at the WAC*.

The UW is entitled to **35%** off of their guest rate for all upgrades including suites. The *Inn at the WAC* offers a highly competitive rate of \$133 for a Single/Double. Their normal guest rate starts at \$250 and averages \$235 year round. So take advantage of their significant cost savings the next time you need to find a place to stay for a local Lecturer.

You can get more information by reading the [Inn at the WAC flyer](#) or you can research other hotels in [UW Contracts](#).

Event Announcement

Quarterly CDW-G Technology Seminar

Getting the Most from HP – UW Information Session

Please consider attending CDW-G technology seminar to hear about desktops & laptops with Intel Haswell technology with CDW-G, HP and Intel representatives leading the discussion.

Date: 12/18/13

Time: 11:00 AM-12:30 PM

Place: HUB 145

Register for the event at: www.seeuthere.com/hp/UW_information_session

Any questions? Contact Jayson Gaspay at 206-735-8385 or jaysgas@cdw.com

Business Diversity News

Complete Office: A local Supplier for Office Supplies

The UW Business Diversity Program in conjunction with Complete Office, a Seattle-based office/business products distributor and a contracted UW eProcurement supplier since April, 2010, sent out a ten question survey. They were pleased to receive 136 responses, and of those who've purchased from Complete Office, the experiences and comments were very positive.

What Do You Like About Working with Complete Office	
Locally Owned & Managed Company	79.59%
Quick Response Time	71.45%
Excellent Customer Service	53.06%
Competitive, Consistent Pricing	53.06%
High (99%) Next-Day Fill Rate & Order Accuracy	44.50%
Focus on Environmentally Friendly Products	28.57%
No-Hassle Return Process	26.53%
Consistently Low Price on 100% Recycled copy Paper	24.45%
Complete Office Website Ease-of-Use	18.37%
Ability to Order Office & Computer Supplies, Furniture, Jan-San & Break Room Supplies from One Vendor	18.37%
Willingness to Customize Product Offering and Pricing	14.25%
Effortless Special Order Processing, Including Furniture	4.08%

If you have never tried one of our eProcurement Business Diversity suppliers, such as Complete Office, we encourage you to do so.

Please feel free to contact [Dan Marcus](#) at 206-336-5750 for any additional information questions.

Green U News

UW reaches 30% paper reduction goal

During the 1st quarter of the University's fiscal year, we are pleased to announce that for the first-time ever, the UW has surpassed our paper reduction goal of a 30% decrease in the consumption of cut sheet bond paper.

You can see this information on the UW Sustainability Dashboard:

<http://green.washington.edu/dashboard/paper>

For more information, go to <http://green.washington.edu/paper-reduction>

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<https://mailman2.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: peshelp@uw.edu