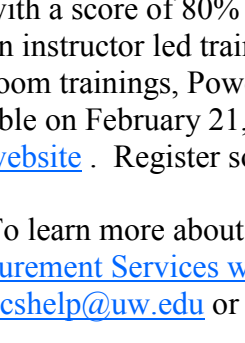




Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.

Headline News

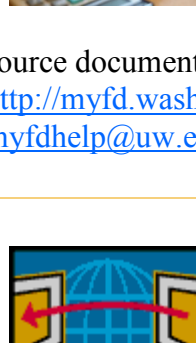


New System & New Training - Register Soon!

Non-PO Invoice is a new user-friendly tool, provided by the same system that is used for eProcurement and eTravel, for making a payment to a supplier when a PO is not required. Non-PO Invoicing provides users a convenient means of making quick payments, as an alternative to ProCard and when the purchase is below the direct buy limit (currently \$5,000). This new process will provide the same great visibility users have come to enjoy with eProcurement and enable faster payments to suppliers.

In order to begin using this new system, one must pass an online learning assessment with a score of 80% or better and learn about the new system functionality through an instructor led training, webcast or by reviewing our PowerPoint slide set. Classroom trainings, PowerPoint slides and the online learning assessment will be available on February 21, 2012 and you can register for one of the classes on our [training website](#). Register soon to guarantee your space in class.

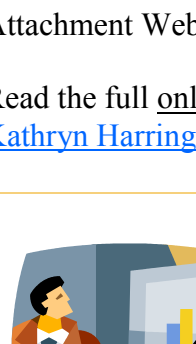
To learn more about this functionality you can view the Non-PO section of the [Procurement Services website](#), or contact our Customer Support group at pcshelp@uw.edu or 206-543-4500



Electronic Reimbursements for UW Employees

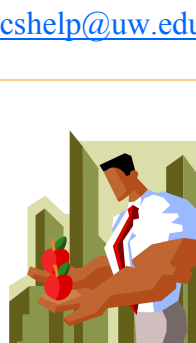
As a component of our eProcurement extension projects, we've created an electronic form to streamline employee reimbursements for expenditures up to \$3,500 made on behalf of the UW. This new eReimbursement process does not replace eTravel for travel related reimbursements; however it can be used to replace paper check requests, petty cash, and revolving fund reimbursements to employees. This new process offers direct deposit for employees already receiving their payroll direct deposited.

eReimbursements is currently being piloted and will be available to the campus on February 27, 2012. Work directly with your department administrator before implementing. To learn more visit our [Procurement Services website](#) or contact Accounts Payable at payman@uw.edu or 685-5377.



NEW! Reconciliation Made Easier in MyFD

The Reconciliation Report has just been enhanced to simplify budget reconciliation by facilitating the linking to online, web-based source documents for systems such as UW-IT, ProCard and Corporate Travel, Mailing Services and eProcurement. MyFinancial.desktop (MyFD) users authorized to see the Reconciliation Report will see blue text in the "Amount" column of the report. The blue text is a hyperlink that will direct users to relevant source documents. To learn more, visit the MyFD Reconciliation Report Website at <http://myfd.washington.edu/help/reconciliation>. Questions? Please contact myfdhelp@uw.edu or call 206-543-3877.



Announcing Two New PAS Ordering Process Improvements

To be cost effective and efficient, the primary purchasing method is eProcurement, but if that's not possible for what needs to be purchased, Procurement Services has rolled out two new purchase order related process improvements that will eventually be incorporated into future eProcurement enhancements. Here's a quick review of the processes that will be improved through automation.

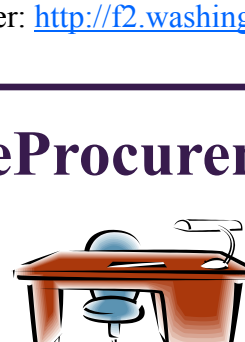
Sole Source Justification Statement eForms

Sole Source Justification Statement (SSJS) eForms have been developed to assist customers with sole source purchases. The eforms are designed to be intuitive for the user, prompting for only the data that is essential for the purchase and can also be saved and shared between individuals who need access to add information, review, approve and submit the eform. The new SSJS webpage is here: <http://f2.washington.edu/fm/ps/how-to-buy/sole-source>

PAS Document Attachment Webpage

A newly created Procurement Services webpage and web form allows campus users to upload documents (attachments) associated with a PAS purchase requisition and send the documents electronically to Procurement Services. The new PAS Document Attachment Webpage is here: <http://f2.washington.edu/fm/ps/attachment>

Read the full [online version here](#) and if you need more information please contact [Kathryn Harrington](mailto:Kathryn.Harrington)

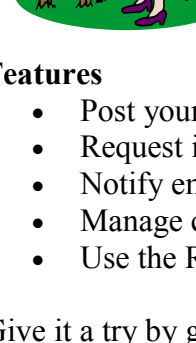


Get Your Procurement Desktop Reports!

Reports are available for various categories of procurement subject areas and are essential in tracking the status of invoices, approving invoices over \$10,000 and resolving payment issues. In addition these reports will help with ProCard budget reconciliation, and ensuring appropriate use of department resources and managing compliance issues.

PDR information and guidance is available on the [Procurement Services PDR website](#), making this reporting tool easy to use. Want to learn more? Why not sign up for one of our training classes? Class dates, times and locations are available on the [Procurement Services Training website](#).

Need more information? Please contact Procurement Customer Service at pcshelp@uw.edu



Benchmarking Cost Study Observations Validate Ongoing UW Improvements

The University of Washington concluded a system-wide benchmarking cost study project designed to identify opportunities for process standardization and automation, and to prioritize improvement initiatives by focusing on procurement and finance processes. Performance results were collected and analyzed for the participating units and departments and as a result some key observations were made. Read more here: <http://f2.washington.edu/fm/ps/home/procurement-services-news/hackett>

Event Announcement



First Winter Forum is Next Week

If you've been to one of our Procurement Services Forums you know how valuable they can be in providing timely information that will assist you with your fiscal responsibilities. The forums will be showcasing [eProcurement Extension](#) projects that are being released for campus use later this month, those being:

- Non-P.O. Invoice
- eReimbursements

In addition, the forums will offer previews of eProcurement modules in development that have release timelines in 2012 that include:

- Non-Catalog Ordering
- Contract Compliance
- Sourcing System

Attend the forum most convenient for you at one of the following locations.

Procurement Services Winter Forum Schedule

Date	Time	Location
February 21, 2012	10:30-12:00	UW Tower Auditorium
February 27, 2012	2:30-4:00	William H Foege S060
March 9, 2012	9:30-11:00	UW Bothell Rose Room
March 13, 2012	1:30-3:00	South Lake Union

For more information please contact [David Wright](mailto:David.Wright) at 616-7076 or go here to register: <http://f2.washington.edu/fm/ps/training-events/forums>

eProcurement Updates



Haakenson Furniture is Now an eProcurement Punch-out

Haakenson just went live with their new punch-out catalog in eProcurement. Up until this week Haakenson was a hosted catalog in eProcurement and as a result had limited capabilities. As a punch-out (linking to a suppliers website created for UW), furniture buyers will have more functionality, such as creating custom quotes and electronic invoices (eInvoice).

Haakenson Group is the largest volume contract furniture dealership to the federal government in Washington State and together in their partnership with Knoll, offers a full service team able to meet the requirements of UW's diverse furniture needs whether it's one or one thousand items.

Give Haakenson a try. For more information, please call their customer service at 206-285-2208.

Green News



U-Swap is Live Online

uSwap is a classified advertising system intended to facilitate the transfer of university-owned items between departments. It is NetID secure and intended for UW use only.

Features

- Post your surplus items
- Request items
- Notify emails/ListServes of your new post
- Manage current and past posts
- Use the RSS feed to keep you up to date on the most recent posts

Give it a try by going to the [uSwap website](#) and let the uSwap Team know what you think by sending questions or comments to jvogt@uw.edu



2012 Husky Green Awards

Do you know someone who demonstrates outstanding leadership, initiative, and dedication to environmental stewardship and sustainability at the University of Washington?

Nominate that person or team for a **Husky Green Award!** Students, faculty and staff individuals or teams at the Seattle, Bothell and Tacoma UW campuses are eligible for nomination.

The 3rd annual Husky Green Awards will be presented during [HuskyFest](#) at the Earth Day Celebration April 20th, 2012 in Red Square. Submit your nominations [online](#) by March 26th.

Learn more about the Husky Green Awards at: <http://green.washington.edu/hga>

eNews Subscriptions

Was this newsletter forwarded to you? Would you like to subscribe to UW Procurement eNews for yourself? If so, why not sign up to receive this timely newsletter directly by clicking on the provided link below. Select Yes and click Subscribe to receive each edition of this periodically published newsletter.
<https://mailman2.u.washington.edu/mailman/listinfo/procurementservicesnews>

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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: pcshelp@uw.edu

