



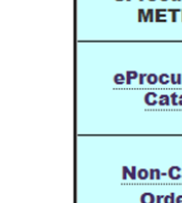
*Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.*

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**FOR YOUR ENTIRE SUPPLIER CONTRACT NEEDS GO TO:**  
[UW CONTRACTS](#)

## Headline News



### New System & New Training - Register Soon!

Non-Catalog Ordering is a new, user-friendly eProcurement tool for ordering items that are not available in either a Punchout or a Hosted catalog. It provides users with a convenient means of ordering items in eProcurement when:

- The items are not available in either a hosted or punchout catalog
- The total order amount is less than \$10,000, excluding tax
- The items are NOT on the PAS (Purchasing and Accounting System) [Small Dollar Purchase Exceptions](#) list
- A purchase order needs to be sent to the supplier

The table below specifies when to use **Non-Catalog Ordering** versus other eProcurement options.

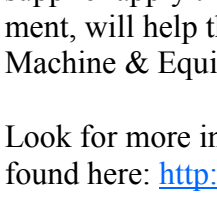
eProcurement METHOD	DOLLAR LIMIT (per order)	NOTES / RESTRICTIONS / EXCEPTIONS
eProcurement Catalog	No dollar limit	None other than within your department
Non-Catalog Ordering	<\$10,000	Goods not yet ordered. Goods not available in eProcurement hosted or punchout catalog. Purchase Order required. See exceptions list.
Non-PO Invoice	<\$10,000	Goods already received. No Purchase Order required. See exceptions list.
eReimbursement	<\$3,500	For reimbursement to UW employees only. See exceptions list.

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. Classes will be offered weekly beginning the week of March 4, 2013 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-Catalog Ordering](#) section of the Procurement Services website, or contact our Customer Support group at [pcshelp@uw.edu](mailto:pcshelp@uw.edu) or 206-543-4500.

### Useful Links:

- Non-Catalog Ordering: <http://f2.washington.edu/fm/ps/how-to-buy/non-catalog>
- Procurement Services Training: <http://f2.washington.edu/fm/ps/training-events/classroom-training>
- Small Dollar Purchase Exceptions: <http://f2.washington.edu/fm/ps/how-to-buy/purchase-order/under-direct-buy-PAS-exceptions>



### Non-PO Invoice Enhancement – Coming Soon

You've requested it, so Procurement Services is making it happen. In the next couple of weeks, Non-PO Invoice will have two new features available that are the enhancements most requested by departments. Both options will be found on the Create Header page.

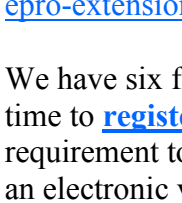
First, we are including an option to have a check mailed directly to a campus box number. Non-PO Invoice Preparers will see this option after selecting a remit to address for a supplier that is paid by check. Suppliers paid electronically will not display the campus box selection.

Second, Preparers will have the option of including Remit Notes. These notes will be included in the payment details sent to the supplier. (Current payment details include the invoice number, invoice date, and dollar amount.) Using this field will help the supplier apply the payment to an open invoice, or in a case such as a conference payment, will help them apply to the correct attendee. Remit notes cannot be added for Machine & Equipment (M&E) tax exempt payments.

Look for more information in the next couple of weeks on the Non-PO Invoice page, found here: <http://f2.washington.edu/fm/ps/nonpo>

Have additional questions? Contact us at [pcshelp@uw.edu](mailto:pcshelp@uw.edu)

## Event Reminder



### Procurement Services Winter Forums Start Next Week

Our first Winter Forum will take place next week at Bothell, specifically for Bothell staff, but in the following week we'll be back on the Seattle campus at UW Tower. With so many ongoing projects in Procurement Services, you need to attend one of these forums to stay current with new purchasing processes and to get a heads-up in what's coming in the near future.

We'll be highlighting [Managed Print Services](#) and [eProcurement projects and timelines](#) in addition to opening up the floor to your questions and providing you with networking opportunities. <http://f2.washington.edu/fm/ps/procurement-project-pipeline/epro-extension-matrix>

We have six forums scheduled at four different locations (see below). Please take time to [register here](#) for the one that is most convenient for you. Registration is not a requirement to attend but it helps us manage attendance and insures that you will get an electronic version of the forum presentation.

#### Procurement Services Winter Forum Schedule

Date	Time	Location
March 8, 2013	10:00-11:30	UW Bothell Building UW1, Room 280
March 13, 2013	1:30-3:00	UW Tower Auditorium
March 20, 2013	10:30-12:00	South Lake Union Room 123A
March 21, 2013	1:00-2:30	School of Nursing Health Sciences, Room T-661
March 26, 2013	10:00-11:30	William H Foege Auditorium S060
March 29, 2013	10:00-11:30	UW Tacoma JOY 109

If you have any questions please contact [Donna Ickman](#) at 206-685-0448.

## Biennium Close News



### Biennium Close Recommended Deadline for Major Purchases

We're working on updating the Procurement Services Biennium Close website to reflect 2011-2013 biennium instructions and recommended cut-off dates for all purchasing processes and financial document types.

We will soon announce when it's up and running, but in the meantime, if you plan on making a purchase of a major piece of equipment or furniture, you need to be aware of the potential lead time required to complete the purchase. Purchases that need to be accounted for in the current biennium must be paid and received by June 30<sup>th</sup> 2013. **The recommended deadline for major, complex purchases is March 29, 2013.**

## Procurement Tips & Tricks



### A Non-PO Invoice Tip

Here's a tip that dovetails nicely with the earlier Non-PO story.

Have you selected a supplier but don't see a remit to address? This indicates that the supplier is not completely signed up to be a UW supplier. Make sure the supplier has signed up for an electronic payment method.

## eProcurement Supplier Event



### Dell Hosting Technology Review

Please join Dell on **March 6<sup>th</sup> from 10:30-1:00** for an open discussion on how Dell solutions can help transform your IT environment. This event will feature Dell's latest technologies and services. The technology review will be held in the **HUB in room 250** where you can meet your Dell UW Account Team and the many resources they bring to the University.

## Green U News

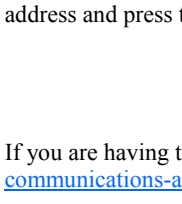


### UW Competing in Recycle Mania

The [RecycleMania](#) competition pits the UW against universities nationwide – including the Pac-12 rivals such as ASU, Stanford and WSU – to determine the top recycler.

UW Recycling is sharing weekly results on its [website](#), where you can also see results of a competition between UW residence halls sponsored by Housing and Food Services.

The competition provides incentives to take waste diversion at the UW further, according to Jessica Lisiewski, UW Recycling & Solid Waste program coordinator. "The more participation across campus, the closer the UW can get to reaching its waste diversion goal of 70 percent by 2020", she said.



### 2013 Husky Green Awards Call for Nominations

It's that time of year again for [Husky Green Awards](#), where you can recognize a super green UW member! Does your colleague compost? Is your co-worker's main mode of transportation a bike? Does your department green its meetings? [Submit a nomination](#) for an individual or team that you know who has demonstrated leadership, dedication and initiative to environmental sustainability.

### eNews Subscriptions

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<https://mailman2.u.washington.edu/mailman/listinfo/procurementsservicesnews>

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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](mailto:pcshelp@uw.edu)

