



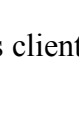
Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.

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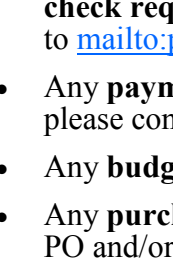
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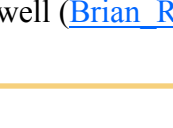
Headline News



New & Improved "Getting Help" Webpage

You've got a problem or maybe you have a question, but you're confused about who to check out to in Procurement Services. What do you do? How about checking out our newly improved "[Getting Help](#)" web page. It'll give you specific options for the type of query you might have such as these:

- Any **general inquiry on status of invoices and purchase orders**, campus clients can utilize PDR (Procurement Desktop Report) found at: <http://f2.washington.edu/fm/ps/tools-for-reconciling/pdr>
- Campus departments, please **email any approved invoices to be processed for payment** directly to <mailto:rip@uw.edu>
- Any **invoices sent to Accounts Payable for wire payment**, all inquiries should go directly to Wires Desk at <mailto:apwires@uw.edu>
- Any **payments submitted to Accounts Payable via old manual process**, i.e. **check request for honoraria**, inquiries should be sent to <mailto:payman@uw.edu>
- Any **payment for a foreign national and classified as a non-resident alien**, please contact <mailto:nra@uw.edu>
- Any **budget change**, please send your request to <mailto:purentry@uw.edu>
- Any **purchase order/requisition inquiries** such as adding funds to an existing PO and/or extending the period of service, contact the assigned buyer directly
- Any **tax related questions** can be forwarded to <mailto:taxofc@uw.edu>
- For **all other inquiries**, please contact Procurement Services team at <mailto:pcshelp@uw.edu>



The Dell Leasing Program is coming soon!!

The UW has adopted a Master Lease Agreement with Dell Financial Services. This leasing program is designed to offer our departments an easy and integrated option to lease Dell computers and peripherals through Dell's eProcurement website.

Implementation is coming soon, so stay tuned for future updates in this newsletter or go directly to Dell's Premier catalog in eProcurement to keep informed. If you have any questions about the Dell Leasing Program please contact Ray Hsu (rayhsu@uw.edu), Assistant Director of Procurement Services, or Mr. Brian Rockwell (Brian_Rockwell@Dell.com), Account Executive for Dell Financial Services.

Managed Print Services

MEASURE / MANAGE / SAVE

Managed Print Services is Rolling out to Departments

A few weeks ago we [announced the signing](#) of a four year contract between the University of Washington and Ricoh USA. This has initiated the UW launch of Managed Print Services (MPS), a program that improves the way we copy and print documents while saving up to 25% over current costs. As part of the contract, Ricoh assesses current practices on a departmental basis and recommends changes that result in lower costs and a reduction of 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 go to the new [MPS website](#) or [email MPS](#), and if you have additional questions you can call 206-543-3233.

Event Reminder



Don't Miss Our Winter Series of Procurement Services Forums

We've had our first couple of forums for our 2013 winter series with 4 more over the next few of weeks. 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 are 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.

Please take time to [register here](#) for one of the remaining forums 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 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 Room JOY 109

*Nursing School attendees only please.

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

Biennium Close Reminder

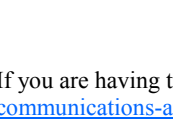


Biennium Close Recommended Deadline for Major Purchases

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 30th 2013. **The recommended deadline for major, complex purchases is March 29, 2013.**

eProcurement Supplier News



Life Technologies 60th Anniversary of DNA Discovery Celebration is Today

Applied Biosystems®, Invitrogen™, and Ion Torrent®. 2013 marks the 60th anniversary of Watson and Crick's discovery of the structure of DNA, which led to the birth of molecular biology. Come celebrate this event and discover how integral Life Technologies can be for your research. [Read the flyer here.](#)

Date: Thursday, March 14th

Time: 1pm to 2:30pm

Location: Rotunda

Green U News



Green Laboratory Certification Program

Laboratories who are interested in assessing the sustainability of their practices and purchases are encouraged to participate in the Green Laboratory Certification Program. The program was developed to provide laboratories at UW with an online application to assess and recognize laboratories for their current practices, while also providing ideas for innovations to help them become more sustainable. Participating laboratories will receive a Certificate, Letter of Certification, and Logo to display within their laboratory. Interested laboratories can find out more information online at <http://green.washington.edu/green-laboratory>

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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