



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.

In This Issue

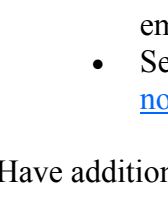
- **Now Available! Non-PO Invoice Enhancements**
- **Newly Updated Food Approval Webpage**
- **Reminder about Non-Rip Process: Invoices over \$10,000**
- **View Procurement Services Forum Online**
- **Graybar Electric is now Live in eProcurement**
- **Strategic Sourcing Update**
- **Did You Know?**
- **A Couple of Procurement Tips**
- **Fringe Benefit Announcement**
- **Purchasing Month Proclamation**
- **Last Week's Email Outage in Procurement Services Follow-up**
- **Check out the UW Sustainability Fact Sheet!**

FOR ALL OF YOUR SUPPLIER CONTRACT NEEDS GO TO:

[UW CONTRACTS](#)

[FOLLOW US ON TWITTER](#)

Headline News

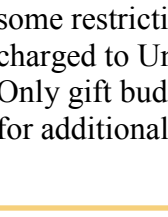


Now Available! Non-PO Invoice Enhancements

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

- 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.
- Option of including Remit Notes.**
These notes will be included in the payment details sent to the supplier. 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.
 - Current payment details include the invoice number, invoice date, and dollar amount.
 - Remit notes **cannot** be added for Machine & Equipment (M&E) tax exempt payments.
 - See Best Practices for remit notes at: <http://f2.washington.edu/fm/ps/nonpo-bestpractices>

Have additional questions? Contact us at pschelp@uw.edu

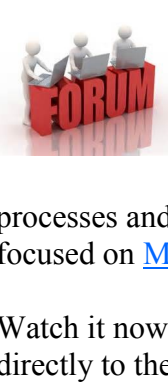


Newly Updated Food Approval Webpage

Food Approval Policy and Applicability: <http://f2.washington.edu/fm/food-approval>

University and Washington State policies allow University funds to be used to purchase meals and light refreshments for employees, students and official guests, under certain criteria and depending on the source of funds, type of budget and purpose of the event. This guidance is provided to ensure that all food expenses charged to University budgets are allowable and appropriate for the funding source.

Many UW budgets are either not approved for food and/or alcohol purchases, or have some restrictions. Effective immediately, use this guide to ensure that all expenses charged to University budgets are allowable and appropriate for the funding source. Only gift budgets will continue to be flagged for food approval. Please see the [FAQ](#) for additional guidance regarding gifts, discretionary and grant budgets.



Reminder about Non-Rip Process: Invoices over \$10,000

Don't forget to check the Non-Rip Invoices Pending report in PDR at least on a weekly basis. Non-RIP invoices received directly from the vendor will be logged and processed in PAS, but will be pending department approval before payment can be released. These invoices will be visible in PDR on the NonRip Pending Invoices report. Click on the DSI number on the report to access and complete a web form providing the name of the person approving payment and the date the materials or services were received.

This procedure will prevent the delay in processing of the invoices over \$10,000 and will make our vendors happier.

Below is the link to the PDR reports where you can find the "NonRip Pending Invoices" report by clicking on **Accounts Payable (AP) Reports:** <http://f2.washington.edu/fm/ps/tools-for-reconciling/pdr>



View Procurement Services Forum Online

So you say you didn't get a chance to attend one of our Procurement Services Forums, well do we have an opportunity for you... watch one online at your convenience. With so many ongoing projects in Procurement Services, you need to stay current with new purchasing processes and to get a heads-up in what's coming in the near future. These forums focused on [Managed Print Services](#) and [eProcurement projects and timelines](#).

Watch it now by going online to our [Procurement Services Forum web page](#) or go directly to the [presentation by clicking here](#).

eProcurement Supplier News

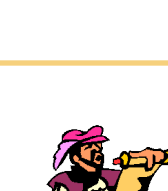


Graybar Electric is now Live in eProcurement

[Graybar](#) is now in eProcurement. Get great contract pricing and convenience by going to [eProcurement](#) for all future orders with Graybar. Graybar is a live punch-out catalog making it the 45th catalog in eProcurement. Graybar offers a full-line of electrical products, equipment, and supplies including cabling.

For more information, please contact Graybar's UW representative, Wendi Izaguirre at: wendi.izaguirre@graybar.com or 206.701.3025.

Strategic Sourcing Updates

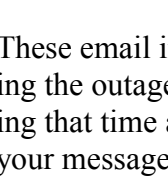


- **Two limousine and town car service contracts** for campus use will start on April 1st. The new contracts are with Washington VIP Limo and Shuttle Express Town Car and Limo Services. Go to [UW Contracts](#) this coming Monday to review.



- Six responses were received for the **Bus Charter Request for Quotation & Qualifications**. Evaluations are complete and the next step is contract negotiations. The project is still on track for a May 1st contract start date.

Did You Know?

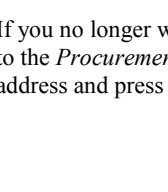


Managed Print Services
MEASURE / MANAGE / SAVE

Did you know that black & white prints on a desktop page printer cost an average of 5 cents each, whereas prints on a networked multifunctional device cost an average of 2 cents each? **Check out**

the University's new **Managed Print Services contract** at <http://f2.washington.edu/mps/> to find out how your department can experience similar savings.

A Couple of Procurement Tips



- **A Non-PO Tip:** 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 Vendor. Make sure the supplier has signed up to receive electronic payments.

Read more at: <http://f2.washington.edu/fm/ps/epayables>



- **Is your delivery address correct?** Here in Procurement Services, we sometimes have items purchased by someone out there on campus that gets delivered to us instead of the department it was intended for. Sometimes these items require refrigeration or special handling which we can't provide. Please do a double check to make sure you have the correct delivery address on your eProcurement orders.

Announcements



2014 Preliminary Benefit Rates Are Now Available

2014 preliminary fringe benefit load rates have been updated, and are available on the Financial Accounting website in the "What's New" box at: <http://f2.washington.edu/fm/fa/>.

If you have any questions, please contact either Cristi Chapman at cristic@uw.edu or Dan Schaaf at schaafd@uw.edu.



Purchasing Month Proclamation!

Governor Inslee issued a proclamation [declaring March as "Purchasing Month"](#) and urges all citizens to join him in this special observation. So before the month is over, give a thumbs up to those hard working professionals that are saving you money and time with their strategic approach to purchasing.

A Reminder



Last Week's Email Outage in Procurement Services Follow-up

Procurement Services experienced email outages that occurred between 3/22 and 3/26. The outages involved email messages sent to pschelp@uw.edu and eprocare@uw.edu, and payman@uw.edu.

These email inboxes are now functional again. However, some of the emails sent during the outage were not recoverable. If you sent an email to either email address during that time and do not receive a response by Tuesday, we ask that you please resend your message.

Green U News



Check out the UW Sustainability Fact Sheet!

For information and highlights about the University's environmental stewardship and sustainability efforts, the *Sustainability Fact Sheet* is a quick resource guide to help you stay up to date on UW's environmental leadership. To download, go to: <http://green.washington.edu/media-toolkit>

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>

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: pschelp@uw.edu