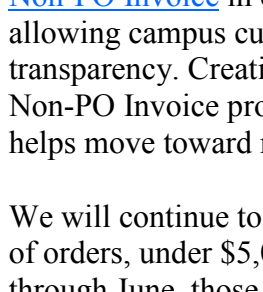




Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.

Headline News



Non-PO Invoicing Successfully Launched

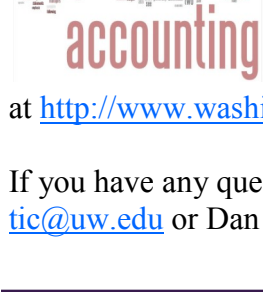
One of the goals in Procurement Services is to significantly reduce the overall cost of procuring goods. During the [Procurement Services Forums](#) we shared with audience members, information pertaining to the “Hackett Benchmarking Cost Study” and how the cost of purchasing goods at the UW is substantially higher than peer organizations.

[Non-PO Invoice](#) in eProcurement is an example of a recent system change that is allowing campus customers to pay a supplier more efficiently and with greater transparency. Creating a PAS purchase order is a very costly transaction. The Non-PO Invoice process significantly decreases the overall cost to the UW and helps move toward reducing overall procurement costs.

We will continue to encourage usage of Non-PO Invoicing to reduce the number of orders, under \$5,000, currently being processed through PAS. From April through June, those placing PO’s for less than \$5,000 will be encouraged to use the eProcurement Non-PO Invoice process and offered opportunities to attend training to learn about the new system and features. Converting to Non-PO invoicing payments will assist campus departments in saving time and money.

IMPORTANT: Beginning July 1, 2012, Procurement Services will begin rejecting applicable PAS POs, under the \$5000 limit, when the eProcurement Non-PO Invoicing process can be used to pay a vendor.

Questions? Contact pschelp@uw.edu or call 206-543-4500. To view a list of orders which can continue to be processed through PAS, visit [Non-PO Exceptions List website](#).

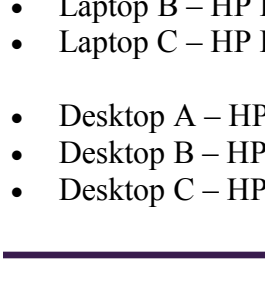


What’s in the Sourcing Pipeline?

Beginning in August of 2011, the Project and Sourcing group in Procurement Services has launched several major sourcing projects with the goal to establish strategic campus wide master agreements to address areas of contracting opportunities, such as catering services, managed print services, local and national hotels, event rentals, and computer servers.

Each of these categories was identified by conducting in-depth analysis of spend data, collaborating with campus stakeholders to identify needs and requirements, and consulting with industry experts and other subject matter experts to leverage best practices.

The request for proposals for these sourcing projects are in various stages of completion with the short term goals of having contracts in place by Fall of this year. Communication plans will be launched as each of these projects are rolled out to the campus. Visit [UW Contracts](#) for current contracts and for more sourcing information, please contact Ray Hsu at rayhsu@u.washington.edu or 543-0793.



2013 Preliminary Benefit Rates Have Been Updated

The 2013 preliminary fringe benefit load rates have been updated, and are available on the Financial Accounting website at <http://www.washington.edu/admin/finacct/office/> (see “News” section).

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

Save a Buck: in eProcurement



New Lower Prices for HP Desktop & Notebook Standards at CDW-G

This is the right time if you’re in the market to purchase computers, because [CDW-G](#) has recently announced better computer configurations at prices lower than the previous standard configurations.

Here’s some pricing to entice you to go to [eProcurement](#) now.

Enhancement # 1:

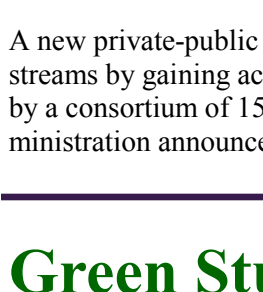
- On Laptop Packages ‘A’ and ‘C’, the hard drive size has increased from 250 GB to 320 GB!

Enhancement # 2: Prices have been lowered on 4 of the 6 units

- Laptop A – HP ProBook 6460b: \$889 (no change)
- Laptop B – HP EliteBook 8460p: now \$1,130 (was \$1,240; 9% decrease)
- Laptop C – HP EliteBook 2560p: now \$1,187 (was \$1,379; 14% decrease)

- Desktop A – HP 6200 Pro SFF: \$589 (no change)
- Desktop B – HP 8200 Elite SFF: now \$719 (was \$799; 10% decrease)
- Desktop C – HP 8200 Elite CMT: now \$870 (was \$949; 8% decrease)

Event Announcements



Save the Date for Earth Day Celebration – April 20th

The UW Earth Day Celebration brings students, faculty, staff, and community members together to celebrate the environmental stewardship and sustainability efforts across campus. Groups can share information about their mission, educate others about their area of environmental focus, and encourage others to get involved. UW will be celebrating [Earth Day](#) on Friday April 20th from 10:00 – 2:00 in Red Square on the UW Seattle campus as a part of HuskyFest, a three day celebration in honor of UW’s 150th anniversary.

Office DEPOT: Announcing Office Depot’s Spring Vendor Show

In partnership with Procurement Services, please join [Office Depot](#) for their Spring Vendor Show. The show will feature new ideas and product info, product samples, and a free coffee demo. It’s always a fun and informative experience, so plan to attend the show and meet your Office Depot representative.

Date: April 4th, 2012
Time: 10 am to 1:30 pm
Location: Health Sciences Main Lobby, 1959 NE Pacific St.

For more information, contact Cindy Tsuei at cindy.tsuei@officedepot.com (253-872-1711) or Scott Komine@officedepot.com (206-685-3556).

Business Diversity News



UW Once Again Recognized as Public Agency of the Year

On Friday, March 9 the University of Washington was recognized as the 2011 Public Agency of the Year by the Northwest Minority Supplier Development Council. This is the second time the UW has received this award, the first being in 2008. The University was recognized for its ongoing initiatives to educate small business owners as well as include businesses with minority ownership in the procurement process.

Thank you to those of you across the University that make supplier diversity a priority for your department. We appreciate your commitment to ensuring the University’s supplier base represents the diversity of the community we serve. To learn more, please visit: <http://f2.washington.edu/bdp/>.

SBA The U.S. Small Business Association Announces New Partnership to Connect Small Businesses with Corporate Supply Chains

A new private-public collaboration will help small businesses strengthen their revenue streams by gaining access to more than \$300 billion in combined supply chain spending by a consortium of 15 of America’s largest corporations, the U.S. Small Business Administration announced today. [Read the whole story here.](#)

Green Stuff



Reduce Paper & Streamline Recordkeeping!

Check out the latest “[Profile in Green](#)” from UW Libraries. Abby Larson, Purchasing and Supplies Manager identified steps to reduce paper, cutting costs and streamlining recordkeeping processes. Learn how to identify paper reduction projects and create process improvements at the same time!



Husky Green Awards Looking for More Nominations

The Husky Green Award recognizes our peers who have shown leadership, initiative, and dedication to environmental stewardship and sustainability at the University of Washington. [Nominate](#) someone you know for the Husky Green Award today! Submission deadline is March 30, 2012. Download and share the [flyer](#).

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<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: pschelp@uw.edu