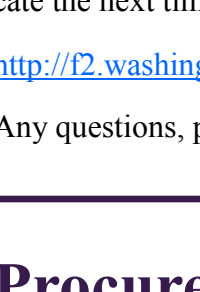




Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.

Headline News



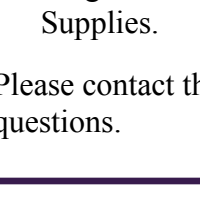
New! Sales Tax Exemption Grid for Other States

Have you ever purchased items in states other than Washington and been charged that state's sales tax? Many states exempt universities from paying sales tax. In an effort to help campus avoid paying unnecessary sales tax, the [Tax Office](#) has applied for, and obtained, sales tax exemption certificates in the states that offer them. We have created a grid on the Tax Office website (linked below) which details each state and whether there is an exemption available. Feel free to use the exemption certificate the next time you make purchases in these states.

<http://f2.washington.edu/fm/tax/Departments/exemption-grid>

Any questions, please contact taxofc@uw.edu.

Procurement Tips & Tricks



03-24 Freight and Express Object Code Clarification

Use 03-24 object coding when only the delivery service is being purchased, such as when using Fed Ex or USPS for shipping. The 03-24 object code is not taxable.

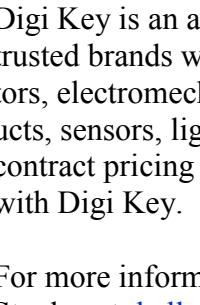
Freight related to the University purchase of a tangible good is taxable (because the item itself is taxable) and should not be coded 03-24. It should be coded the same object code as the tangible good being purchased.

For example:

- freight related to a piece of equipment costing \$800 should be coded as 05-40 Non-capitalized Equipment (Less than \$2,000)
- freight related to a piece of equipment costing \$2,200 should be coded as the appropriate 06-XX Equipment object code
- freight related to office supply purchases should be coded as 05-64 Office Supplies.

Please contact the Equipment Inventory Office at 543-4663 or eio@uw.edu with questions.

Business Diversity News



UW's Health & Life Sciences Showcase Hosted by The [Business Diversity Program](#) and [Procurement Services](#)

The University of Washington recognizes the importance of supplier diversity in our procurement practices and is committed to strengthening and expanding opportunities. By attending, you will have the opportunity to connect directly with 27 suppliers who specialize in health & life sciences goods & services.

May 9, 2012

11:00 am to 2:00 pm

South Campus Center Room 316

Please register to attend by clicking this registration link:

<https://catalyst.uw.edu/webq/survey/akbattle/161432>

eProcurement Updates



Digi Key is now Live in eProcurement

[Digi Key](#) is a live punch-out catalog with eInvoicing making it the 36th catalog in eProcurement. Digi Key is one of the fastest growing distributors of electronic components in the world. They operate on the premise of providing customers with superior service, focusing on the key areas of product selection, product availability, on-time delivery, and responsiveness.

Digi Key is an authorized distributor for more than 440 of the world's most trusted brands with a product line of over 450,000 items that include semiconductors, electromechanical parts, interconnects, passives, test and measurement products, sensors, lighting solutions, or the latest in wireless components. Get great contract pricing and convenience by going to [eProcurement](#) for all future orders with Digi Key.

For more information, please contact Digi Key's UW representative, Kelly Stanley at: kelly.stanley@digikey.com or 800-338-4105 X1266.



R & D Systems is the Newest Catalog in eProcurement

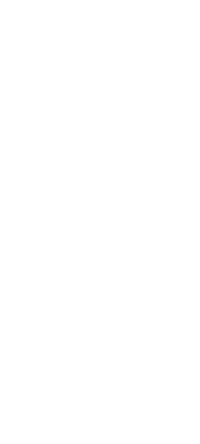
[R & D Systems](#) is a life sciences Hosted Catalog that also offers eInvoicing. Its product line consists of cell biology research products including Tocris reagents and BostonBiochem ubiquitin products. Mark Dahquist represents R & D Systems at UW and can be contacted at Mark.Dahquist@RnDsystems.com or 612-656-4441.

Get great contract pricing and convenience by going to [eProcurement](#) for all future orders with R & D Systems.

Here's some additional information about suppliers & eProcurement:

- **Learn More about these new eProcurement Suppliers by going to the UW Contract web page at:** <http://f2.washington.edu/fm/ps/how-to-buy/contracts/uw-contracts>
- **New to eProcurement?** Join one of our monthly training sessions. During the training session you'll learn how to navigate through eProcurement and place an order. You can learn more about the class and register for it on the [Procurement Services Training website](#).
- Should you have questions about eProcurement, please contact eprocure@uw.edu. We'll be happy to help answer your questions!

Green Stuff



Sustainability on Seattle's College Campuses

Come join the conversation between the **Seattle City Council**, **Seattle University**, the **Seattle Community Colleges**, and the **University of Washington** regarding sustainability on Seattle college campuses.

Presentation by staff and students will showcase each school's initiatives. Some of topics of discussion:

- Energy Initiatives
- Water and Natural
- Resource Conservation
- Transportation
- Local Food
- Green House Gas Reduction
- Student Involvement

Thursday, April 19th

12:00 – 1:30

Seattle City Council Chambers
Seattle City Hall
600 4th Avenue
Seattle, Wa.



Check Out the Spring Issue of the UW Sustainability Newsletter

In it you'll find articles about "Earth Day", the Greening of Graduation, Green Office Certifications and much, much more.

Read it online here: <http://green.washington.edu/newsletter>

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

