



*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 ALL OF YOUR SUPPLIER CONTRACT NEEDS GO TO:**  
[UW CONTRACTS](#)

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## Biennium Close News



### Are you ready for the 2011-2013 Biennium Close?

Deadline dates are fast approaching. Plan ahead! Submittal of documents well in advance of the cutoff dates will help ensure timely processing. See the **Document Types & Cut-Off Dates** calendar at <http://f2.washington.edu/fm/ps/bienniumclose/cutoff> for deadlines for submission of purchasing and accounting documents to the central administrative offices for processing to allow sufficient time to post to the 2011-2013 biennium. Remember, goods must be received by June 30<sup>th</sup> for proper recording to the old (2011-2013) biennium.

### What are the next deadlines?

- June 14<sup>th</sup>** (5:00pm) Submission of PAS Requisitions for the 2011-2013 Biennium
- June 21<sup>st</sup>** (5:00pm) Recommended PaymentNet Transactions date for ProCard / CTA transactions. Transactions must be posted to PaymentNet by July 1<sup>st</sup> to be recorded in the old biennium

### Other helpful links to ensure a smooth biennium close:

**MyFD Biennium Close Calendar:**  
[http://f2.washington.edu/fm/myfd/sites/default/files/tutorials/bienniumclose/Biennium2013\\_Calendar.pdf](http://f2.washington.edu/fm/myfd/sites/default/files/tutorials/bienniumclose/Biennium2013_Calendar.pdf)

**System Availability:**  
<http://f2.washington.edu/fm/ps/bienniumclose/systems>

**Office of Planning & Budgeting Notices :**  
<http://f2.washington.edu/fm/ps/bienniumclose/opb-notices>

**Ariba Modules: eTravel, eProcurement, Non-Catalog, Non-PO and eReimbursements:**  
<http://f2.washington.edu/fm/ps/bienniumclose/ariba>

More information is available on the **Biennium Close 2011-2013 webpage** at <http://f2.washington.edu/fm/ps/bienniumclose>.

## Headline News



### Procurement Services Website Updates

A work day doesn't go by without a considerable amount of updates to existing web pages and as needed, new web pages are added to our Procurement Services website. The following are a few web pages that merit highlighting.

### PaymentNet4 Info:

<http://f2.washington.edu/fm/ps/how-to-buy/procard/pnet4-introduction>

*See what you need to know about the implementation of PaymentNet4 software for the management of ProCard expenses.*

### Independent Study - New Online Training:

<http://f2.washington.edu/fm/ps/training-events/independent-study>

*Courses include Non-Catalog Ordering, UW Travel Cards, PAS PO's & MyFD.*



### UW Managed Print Services

MEASURE / MANAGE / SAVE

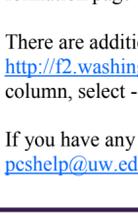
### Managed Print Services: Success is in the Numbers

Managed Print Services (MPS) was rolled out to campus back in February of this year. As existing copy/print contracts expire in departments, Ricoh, our preferred supplier for these services, is performing print/copy assessments and offering recommendations that best suit the unique needs of each department.

We're very pleased with the success of the program. It's saving departments' time by simplifying the process and has proven cost savings. Here are some interesting statistics from the 25 departments that have adopted MPS, supporting this claim:

- Departments using MPS to date:** 25
- Calculated Monthly Savings to date:** \$3,936.93
- Calculated Yearly Savings to date:** \$47,243.16
- Calculated Savings Percentage to date:** 23.35%

## Strategic Sourcing Update



### New Charter Bus Contracts Now Available

5 new contracts were effective May 1<sup>st</sup> for charter bus services:

- Horizon Coach Lines – coach style buses only
- Shuttle Express – mainly airport shuttle service, but they can do private shuttles
- Starline Luxury Coaches – coach and shuttle services
- Transpro – shuttle style buses only

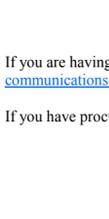
Contract info is available at [UW Contracts](#) under CWA / Bellair Charters – coach, school, and shuttle services.



### Solicitation for Events Services Pool

A competitive solicitation will be issued this month to create a pool of suppliers who can provide miscellaneous goods and services for events such as portable toilet rental, signage, furniture, audio-visual services, lighting, etc. The anticipated contract start date for these services is September 1<sup>st</sup>.

## An eProcurement Tip



### Have you moved?

### You need to change your "Ship To" address in ARIBA.

Have you taken a new position or has your office been relocated to a new building? Before you order that new desk lamp or microscope, be sure to change your Ship To address in Ariba.

You can find step-by-step instructions at: [http://www.washington.edu/admin/stores/eprocurement/documentation/eProcurement\\_Profile\\_Setup\\_C\\_Ver9r1.pdf](http://www.washington.edu/admin/stores/eprocurement/documentation/eProcurement_Profile_Setup_C_Ver9r1.pdf). This link also has the instructions for changing your Budget Number if that has changed as well.

When you get to step 9, the **Field** box defaults to **Name**, but for an easier search, change it to **Street**, type in the first part of your street address in the empty box and click the **Search** button. For example, if you were searching for the address "3917 University Way NE," just type "3917 U" and then click **Search**. Select the appropriate address, and it will automatically send you back to the Default Account / Ship Information page to continue on with the remaining steps.

There are additional "How to Guides" available on the eProcurement web page, <http://f2.washington.edu/fm/ps/ecommerce/eprocurement>. Under the Quick Links column, select --> Training --> How to Guides.

If you have any questions, please feel free to contact PCS Help at 206-543-4500 or [pcshelp@uw.edu](mailto:pcshelp@uw.edu).

## Green U News



### Sourcing Food Locally

Did you know UW sources many of our delicious food locally? Almost half of the university's food purchase is spent on locally processed food. Learn more by visiting the UW Sustainability Dashboard <http://green.washington.edu/metrics>

### Environmental Stewardship & Sustainability

*Sustainability. It's in our nature.*

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

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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)