



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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Headline News

NEW Use Tax Correction Web Form

Have you noticed a payment transaction while reconciling your budget on which use tax was incorrectly applied? If so, we have good news! Procurement Services has launched a new web form, linked out of Procurement Desktop Reports (PDR), where departments can submit requests to make corrections to either apply or reverse use tax that may have been incorrectly applied on the original transaction. This form can be used to submit correction requests for any payment processed via PAS purchase order, eProcurement (Ariba), or ProCard.

For instructions on how to submit a request and to access the web form, please visit <http://f2.washington.edu/fm/ps/how-to-pay/sales-tax%09>. Correction requests will be reviewed by the central office and processed within 10 business days.

Questions on this web form can be directed to Procurement Customer Service at pcshelp@uw.edu or 206-543-4500.

New Procurement Desktop Report

Procurement Services has added another new Procurement Desktop Report (PDR) that will provide insight to data that hasn't been easily accessible before. The new report is visible in the Accounts Payable (AP) Reports section of the [PDR pages](#) on the Procurement Services website. You may also click on the PDR report name below to begin

[eReimbursement Payment Information](#): eReimbursement requests that have been paid with payment details

Questions about this report can be directed to Procurement Customer Service at pcshelp@uw.edu or 206-543-4500.

eProcurement Supplier News

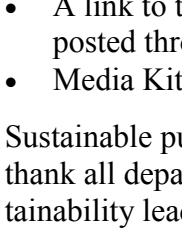


Rainin Instrument's Punch-out catalog is now Available

RAININ is dedicated to the development, manufacture, and distribution of pipetting products and services. Rainin focuses development efforts toward products with distinct ergonomic, technological, and performance advantages, and holds more than 50 U.S. and international patents.

Punch-out catalogs offer advantages over hosted catalogs which include:

- Better visibility of the supplier
- Ability to submit special quotes
- eInvoicing
- Links to eProcurement invoices from MyFD



Read the 3rd Quarter Issue of Office Depot's Newsletter

Find out how you can get the best value with your Office Depot purchases along with a product spotlight and other helpful information to assist you in making informed purchasing choices.

[Read the newsletter here.](#)

Green U News



UW on 2014 Princeton Green Honor Roll

The Princeton Review named the University of Washington to their annual Green Honor Roll. The University among 22 institutions that received a perfect score out of 836 Universities and Colleges reviewed.

Additionally, Sierra Magazine has named the University of Washington to their annual "Cool Schools" listing for the 6th year. We ranked 12th out of 162 Universities and Colleges.

Here are some resources to help you promote UW's leadership along with your own sustainability efforts:

- Our Princeton/Sierra [Press Release](#)
- The Princeton Review [Green Honor Roll](#)
- The Sierra Club ranking and [complete list](#) of schools
- Our posts on [Facebook](#) and [Twitter](#) to share on your social media networks, or use the tag #sustainableUW
- A link to the [UW Sustainability Awards](#) section where this and other awards are posted throughout the year
- Media Kit for [sustainability](#) press resources

Sustainable purchasing practices are an important element in these recognitions. We thank all departments throughout the University that to continue advance UW's sustainability leadership.

Business Diversity Announcement

Save The Date

UW Business Diversity Program's
6th Annual Catering Event
Thursday, October 3rd
11:30 am - 1:30 pm
HUB South Ballroom

Diversity • Opportunity • Transparency

eNews Subscriptions

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<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**

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If you have procurement related questions please email: pcshelp@uw.edu



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