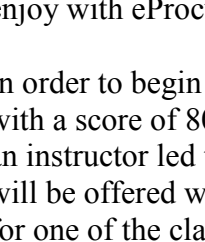




*A Procurement Services eNews Flash is information you need to know immediately about changes to work processes or systems.*

## News Flash



### New System & New Training - Register Soon!

Non-PO Invoice is a new user-friendly tool, provided by the same system that is used for eProcurement and eTravel, for making a payment to a supplier when a PO is not required. Non-PO Invoicing provides users a convenient means of making quick payments, as an alternative to ProCard and when the purchase is below the direct buy limit (currently \$5,000). This new process will provide the same great visibility users have come to enjoy with eProcurement and enable faster payments to suppliers.

In order to begin using this new system, one must pass an online learning assessment with a score of 80% or better and learn about the new system functionality through an instructor led training, webcast or by reviewing our PowerPoint slide set. Classes will be offered weekly beginning the week of February 20, 2012 and you can register for one of the classes on our [training website](#). Register soon to guarantee your space in class.

To learn more about this functionality you can view the Non-PO section of the [Procurement Services website](#), or contact our Customer Support group at [pcshelp@uw.edu](mailto:pcshelp@uw.edu) or 206-543-4500

### 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: [pcshelp@uw.edu](mailto:pcshelp@uw.edu)



**FINANCIAL MANAGEMENT**  
UNIVERSITY of WASHINGTON