



PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

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.

PLEASE NOTE THAT NOT ALL TOPICS IN THIS NEWSLETTER APPLY UNIVERSALLY ACROSS ALL UW DEPARTMENTS AND MEDICAL CENTERS. ALWAYS FOLLOW YOUR OWN DEPARTMENT POLICIES.

March 23, 2017

In This Issue

- **Headline News**
 - Biennium Close website is live
 - Sales Tax Increase
- Supplier News
- Ordering Ethyl Alcohol
- Dear PCS Help
- Earth Day Celebration

Quick Links

[Procurement Services Website](#)
[ARIBA Buying Portal](#)

HEADLINE NEWS

Biennium Close for 2015/2017 Website is Live!

The 2015/2017 Biennium Close [website](#) is available with the activities and cut-off dates to ensure that your expenditures and revenue have been recorded to the appropriate budgets for the closing biennium year. The 2015/2017 biennium will close on June 30, 2017.

If you have any questions, please contact Procurement Customer Service at pcshelp@uw.edu.

Sales Tax Increase April 1st

On April 1, 2017, sales and use tax rates will increase by 0.5% in many areas, including the Seattle, Tacoma and Bothell campuses as a result of the most recent Sound Transit funding package (ST3). In addition, sales and use tax rates will increase by smaller amounts in other areas.

For a full list of the affected areas, visit the Department of Revenue's [website](#). If you have any questions, please contact taxofc@uw.edu.

Supplier News

Bio-Rad is in the midst of transitioning their operations systems to SAP. They expect the impact on the UW to be minimal, but there will be a short shipping freeze for orders:

[Newsletter Archive](#)

Contact Us

Customer Service:
pcshelp@uw.edu

- March 29–April 2, 2017 — Shipping freeze for products; orders can still be placed on these dates, but earliest shipment after March 29 will be April 3.
- April 3, 2017 — Shipments resume.

If you have any questions, please do not hesitate to contact Bio-Rad Customer Service at diagcs@bio-rad.com for Clinical Diagnostics or lsg.orders.us@bio-rad.com for Life Science Research.

Ordering Ethyl Alcohol

Sometimes there is confusion when campus places [orders for Alcohol/Ethanol](#) in ARIBA.

Only "authorized users" may place alcohol (ethanol) orders in ARIBA. By giving an alcohol authorization to department staff, the unit head agrees to comply with relevant [policies](#) regarding the purchase, use and storage of ethyl alcohol within their unit.

Not sure who your Authorizer is? View the "Who can authorize me?" [link](#) on the ASTRA [webpage](#).

Instructions on how an Authorizer grants a person access to order alcohol (ethanol) in ASTRA:

1. In ASTRA, the "Application" is eProc (eProcurement).
2. The "Role" is Preapproved Preparer.
3. The "Limit" is Commodity.
4. Enter the organization code or budget number.

If you have additional questions, contact PCShelp at 206-543-4500 or pcshelp@uw.edu.

Procurement Customer Service Help

With the barrage of information that we filter through on a daily basis, gentle reminders can be a good thing. In this edition of Dear PCS Help, we revisit some common questions with helpful answers that can help ensure that you have a smooth transition into the new Biennium.

Dear PCS Help,

My Supervisor is on vacation and she is the only Approver in ASTRA for my budget. It is really important that this get approved today. Can you help?

It is best practice that you have at least two people in all of your ASTRA roles. Having two people will ensure that none of your orders get stuck in the event that one of them is out of town.

Dear PCS Help,

What is the best way to process a payment to a foreign company?

As of December 9, 2016, if your purchase is less than the Direct Buy Limit, you can process payments to foreign suppliers via the Non-PO Invoice module in ARIBA. We recommend that you review the Non-PO [webpage](#) for Best

Practices for the new changes that took effect on December 9th. If you don't have access to the Non-PO Invoice application, review the training materials and take the Non-PO assessment to be granted ASTRA access.

Dear PCS Help,

My requisition has split into multiple purchase orders-what happened?

There are several reasons a requisition could create multiple purchase orders. Let's look at why this can happen:

- You selected the same supplier, but chose a different "Ship To" address for your line items. This happens even if the addresses are the same but there was a typing difference in how they were entered. For example: the *Deliver To* field has Rm B123/Smith for line 1 and RmB12/Smith for the line 2. This can be avoided by using the *Shipping – Entire Requisition* field instead of using the *Shipping By Line Item* field.
- You have M&E tax exempt items and non-M&E items on the same requisition, which will create two different purchase orders.
- You entered different information in the *Send PO To* field for each line on a manual Non-Catalog Order.
- You selected items from different Catalog Suppliers. This is not recommended. We suggest you create separate requisitions when ordering items from different Suppliers.

We hope you enjoyed this edition of Dear PCS Help. As always, feel free to send us an email at pcshelp@uw.edu or call us at 206-543-4500.

Earth Day Celebration – April 21

The University of Washington's 2017 Earth Day celebration will be Friday, April 21 on Red Square from 11 a.m. to 2 p.m. The event is hosted by UW Earth Club, in collaboration with UW Sustainability.

This year's theme is "One World." The event will showcase a Cultural Sustainability stage, the Husky Green Awards presentation and environmental exhibitors from the UW community and beyond. Come celebrate with us!

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