



PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

March 2019

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Travel Office New Email

The Travel Office support email has now transitioned to travel@uw.edu!

traveluw@uw.edu will remain active temporarily during the transition however, it will eventually be disabled so, please begin shifting to the new address.

Thanks!

Biennium Close for 2017-2019

Biennium Close planning has started! Please visit the [Biennium Close website](#) for information regarding the Biennium close process and activities.

Upcoming 2017 Biennium Activities: Major Sourcing Events

In order to ensure expenditures for any major purchases (RFPs) that do not have existing contracts are charged to the expiring biennium, major purchases with sourcing events need to be fully approved by the department and submitted to Procurement Services by March 29th.

Large purchases that do not involve an RFP may be able to be placed up to May 15th and still be charged to the expiring biennium.

Questions? Please call Procurement Customer Service at 206-543-4500.

eReimbursements

Reimbursements are for rare occasions when other procurement methods are not an option. Seeking reimbursement for UW purchases of goods made with personal funds should be done only as a last resort.

As with other procurement methods, you must have department approval prior to making a purchase. It is not best practice for individuals to use their personal funds when making purchases related to UW business. <https://finance.uw.edu/ps/how-to-pay/reimbursements>

ProCard Transaction Audits

Card Services regularly audit ProCard transactions using Oversight Systems, a BI software that analyzes purchase card transactions for fraud and compliance. Our goal is to educate and assist departments on campus to ensure Washington State purchasing regulations are understood and compliance is maintained as defined by state and University policy.

For auditing purposes, Card Services will send emails through the Oversight System. Please make sure to reply to this email when asked for more information about your ProCard transaction(s).

Please see the ProCard website for reconciliation best practices:

<https://finance.uw.edu/ps/how-to-buy/procard/reconciling-procard>

BPO Invoice Receiving

Please review your BPO invoices pending *receiving* in Ariba. Invoices will not release for payment until this step is complete.

Need Help Receiving?

If you need assistance with Ariba Receiving, please refer to the following pages for help:

Receiving Overview - Ariba System Receiving webpage:

<http://f2.washington.edu/fm/ps/how-to-buy/receiving>

Welcome the following new partners to the UW Contracted Hotel Pool:

Loews Hotel 1000: Located at the intersection of 1000 First Avenue and Madison Street, Loews Hotel 1000, Seattle is ideally situated just steps from the waterfront along Elliott Bay, and one of the most conveniently placed hotels in the Waterfront district near Pike Place Market, Seattle Art Museum, and the bustling shopping and business districts.

Hotel Highlights:

120 luxury guestrooms and water view suites

7,200 square feet of indoor and outdoor stylish meeting space

All Water Seafood & Oyster Bar

Full-service luxury Spa

Golf Simulator and Game Room

Complimentary Wi-Fi in every guestroom, and in public spaces

US News & World Report Travel Top 10 Best Hotels in Washington - 2018

Flavor Seattle brings an authentically local culinary experience directly to you on property

UW Travelers are eligible for a 20% discount off Loews Best Rate Online.

Direct Booking Link: http://www.loewshotels.com/reservations/hotel-1000-seattle/rate_code/120565/rate_type/CORPORATE/

Booking Code: 120656 (Choose the Corporate Rate under Advanced Options dropdown)

Best Western Worldwide Hotels and Resorts:

UW Travelers are eligible for a 15% discount at any of the more than 4200 Best Western locations worldwide.

Direct Booking Link: www.bestwestern.com

Booking Code: 01672420 (UW dedicated website/portal coming soon!)

Or call: 1-800-WESTERN

This includes the following Best Western Brands:

Vib Best Western

Best Western Premier

Sadie

BW Signature Collection

Executive Residency

Best Western Plus

Aiden

Glo

SureStay

SureStay Plus

SureStay Collection

Information on contracted suppliers may be found on the UW Contracts Search Portal:

<https://rpt1.fmdata.uw.edu/Reports/report/Procurement/UW%20Contracts%20Search>

UW's 2019 Illumina standing quote is available

UW's 2019 Illumina standing quote is now available and will be effective through Feb. 14, 2020. For the most up-to-date pricing and product information, please contact your local UW Account Manager, Stacy Musone (smusone@illumina.com or 206-890-7027) with any inquiries.

New eLearning Training: Buying from Contracts!

Check out the new **"Buying from Contracts"** eLearning tutorial now available on the Procurement Services Training [web page](#).

Learn about the wide variety of Contract options available to UW campus users and how buying from Contracts can save you time and money!

This eLearning also provides step-by-step guidance on how to use the **UW Contracts Search** tool.

[PROCUREMENT SERVICES](#)

[ARIBA BUYING PORTAL](#)

[UPDATE YOUR SUBSCRIPTIONS](#) | [UNSUBSCRIBE](#) | [VIEW THIS MESSAGE ONLINE](#)

Customer Service: <mailto:pcshelp@uw.edu>

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