

Sent August 26:

Announcing a Vendor Registration form for new vendors with the University of Washington

[Procurement Services](#), in collaboration with the [Business Diversity Program](#) and campus customers, have created a new [Vendor Registration Form](#) to meet various state and federal reporting requirements. This form was introduced to pilot testing group on August 1st and we now would like to expand this out to campus.

The Vendor Registration form must be completed by new vendors not currently in the PAS vendor file and returned to Procurement Services by email, fax or U.S. mail. More information including the form instructions, exceptions, and a vendor search tutorial can be found online at <http://www.washington.edu/admin/finserv/payables/Registration/index.html>.

The Procurement Customer Service team ([pcshelp at uw.edu](mailto:pcshelp@uw.edu) / 206.543.4500) can assist with any questions you may have about the new form.

Sent, July 22nd:

Does your department have invoices over \$10,000 that are waiting for your approval? July 22nd is the last day for AP to post to the 07-09 biennium.

July 22nd, is the last day for Accounts Payable to post transactions to the 2007-2009 biennium.

Please see the "Supplier Invoices over \$10,000" web page (www.washington.edu/admin/finserv/payables/bienniumNonRIP.html) for a listing of the invoices over \$10,000 being held in Accounts Payable pending department approval. This list was last updated this morning. Administrators can search this list to see what is still pending approval for their department by campus box number or budget.

Sent July 21, 2009:

Announcing eCommerce Enhancement Forums

eProcurement is pleased to announce the implementation and timelines for supplier adoption of Ariba eInvoicing. It's been a challenge using eProcurement to its full extent because of issues with orders splitting and the potential of double shipping charges, but this will be eliminated with our eInvoicing implementation.

Based on customer feedback, UW Procurement Card will also implement improvements in August that will be more user friendly and intuitive. The functionality of use tax application will be reversed, project cost accounting will be aligned with MyFinancial Desktop sequencing, the review boxes will change and a button will be available to click indicating when a 1798 form is on file.

Please join us at one of our eCommerce Forums for a discussion and demonstration of eProcurement eInvoicing and ProCard enhancements.

We have four available sessions; two at the Physics/Astronomy building for upper campus and two at the Health Sciences Center for the south campus. You may register online at <https://catalysttools.washington.edu/webq/survey/donnaand/81052>.

Sent July 20, 2009:

Accounts Payables has several invoices pending department approval. Is yours one of them?

Please check out the "Supplier Invoices over \$10,000" web page (www.washington.edu/admin/finserv/payables/bienniumNonRIP.html) for a listing of all the invoices being held in Accounts Payable pending department approval before they can release payment to the vendor. This listing was last updated on July 17th and will be updated again this Wednesday, July 22nd with current data.

Sent Monday, July 13th:

Invitation to join the Environmental Stewards Listserv and receive a "green" tip of the month

The offices of Financial Management, Office of Strategy Management, Treasury and UW Tower Environmental Stewards team would like to invite you to join their Environmental Stewards Listserv and receive a monthly email with a "green" tip of the month!

Please open the attached PDF file to see their latest tip of the month; Plastic Bag Waste Reduction Ideas.

To join this listserv, please see the Environmental Stewards Mailman Page at <https://mailman1.u.washington.edu/mailman/listinfo/enviromentalstewards>

Sent Monday, July 20th:

Do you have an invoice over \$10,000 that is waiting for your approval?

Please check out the "Supplier Invoices over \$10,000" web page (www.washington.edu/admin/finserv/payables/bienniumNonRIP.html) for a listing of all the invoices being held in Accounts Payable pending department approval before they can release payment to the vendor. This listing was last updated on July 17th and will be updated again this Wednesday, July 22nd with current data.

If you have questions, please contact the Procurement Customer Service group at (206) 543-4500 / [pcshelp at uw.edu](mailto:pcshelp@uw.edu).

Tuesday, July 21st:

Announcing eCommerce Enhancement Forums - Registration now open online

Please check out the "Supplier Invoices over \$10,000" web page at <http://www.washington.edu/admin/finserv/payables/bienniumNonRIP.html> for a listing of all the invoices being held in

Accounts Payable pending department approval before they can release payment to the vendor. This listing was last updated on July 17th and will be updated again this Wednesday, July 22nd with current data.

If you have questions, please contact the Procurement Customer Service group at (206) 543-4500 / [pcshelp at uw.edu](mailto:pcshelp@uw.edu)

FYI: Justification in PAS for Orders under \$3300 goes into effect July 1-

Effective July 1, 2009 all purchase orders created under the Washington State Direct Buy Limit of \$3300 will require justification in the PAS system to note why the items or services could not be purchased through eProcurement or a department Procurement Card. Read more at <http://www.washington.edu/admin/finserv/directbuy.html>

Please contact Procurement Customer Service at pcshelp@u.washington.edu or 543-4500 with any questions.

eProcurement is pleased to announce 4 new catalogs –

Clark Security our new MRO punch-out catalog, which offers mechanical locking hardware, access control, CCTV, and key systems.

Fermentas our newest Life Science hosted catalog, which offers molecular biologicals and services to the international research community

Arnold Dental our new Dental hosted catalog, which offers dental equipment and supplies

Bank & Office Interiors (B&OI) is the largest, full-service, office furniture retailer in the region. The new punchout site features special quotes as well as standard items in the furniture commodity.

Suppliers on the horizon in the Life Science category are ISC BioExpress, ABI, and EMD. For more information please visit www.washington.edu/admin/stores/eprocurement/ or contact Procurement Customer Services at pcshelp@u or by phone at 543.4500.

Biennium Close Deadlines are coming soon!

More information about the Biennium Close can be found at www.washington.edu/admin/finserv/payables/bienniumclose.html

Do you have an open invoice over \$10,000 waiting for your approval?

In preparation for the Biennium Close, Accounts Payable has published web page with a list of all pending invoices over \$10,000. These invoices require an authorized department approval before payment can be released. See if you have a pending invoice at www.washington.edu/admin/finserv/payables/bienniumNonRIP.html

Introducing a new, online Biennium Close Awareness eLearning tool!

In an effort to provide you with "Just in Time" training on biennium close issues, the Financial Desktop team has put together an online training which covers the basics of Biennium Close. Please go to www.washington.edu/admin/finserv/payables/BienniumCloseAwarenessTraining_files/frame.htm to launch this new tool.

Don't Forget: Free Recycled Envelopes on Friday!

Boxes of free recycled envelopes will be placed on the large meeting table in Accounts Payable (3917 University Way NE, 2nd floor) between 8:00am and 5:00pm on Fridays. Campus customers are invited to stop by and choose the size and quantity they would like to take.

If you have any comment, questions or concerns, please contact the Procurement Customer Service group at 543-4500 or email them at pcshelp@u.washington.edu.