

New UW eProcurement Feature Makes Purchasing Equipment Easier and More Convenient

Users can now take advantage of eProcurement's one-stop shopping when purchasing equipment.

Equipment Purchases Enabled

This innovation makes it possible to order small equipment from our eProcurement vendors at competitive, contract prices!

Working together with the Equipment Inventory Office (EIO) and our current vendors, the eProcurement team has resolved technical issues that have prevented the purchase of equipment subject to capitalization (ie greater than \$2000). EIO is now able to track and tag equipment purchased via eProcurement. It is important to note that any other restrictions to purchases, such as review and approval from UW Environmental Health and Safety (EH&S) on some equipment, still apply. Departments should check the eProcurement Restricted Purchases list or the EH&S website for more information.

Simplified Equipment Purchasing

This is an exciting time for eProcurement users with the launch of the new eProcurement feature. Purchasing small equipment at the UW is now easier with eProcurement; users can easily purchase equipment from a full range of premier online vendors. These include Office Depot, Dell, VWR, Fisher Scientific, Grainger, and Daigger; as well as our new catalog Tech Depot, and soon to launch GovConnection and Troxell. The Machinery and Equipment Tax Exemption, when appropriate, may be applied towards purchases made through eProcurement.

Availability, Presentations & Training

Visit <http://www.washington.edu/admin/stores/eprocurement/equipguide.pdf> for a quick reference guide, which will walk you through your first equipment order, or for free hands-on training, please visit <https://www.washington.edu/computing/catalog/gen/1/R920.html> Or contact us at: eprocure@u.washington.edu Help Desk: 206-685-3558

About UW eProcurement

eProcurement helps consolidate the purchasing power of the UW and streamlines the purchasing of the highest quality products at the best possible price. We have buying power - the UW spends \$270 million each year on products we use every day. Through eProcurement, we have leveraged that strength to negotiate significant purchasing advantages for you.

When you use eProcurement, you reap three key benefits:

- Reduced costs
- Increased quality and service
- Streamlined tools