



# Procurement Services

## Campus News Flash

September 2023

### UPDATES TO PAYMENT PROCESS FOR RESEARCH STUDY PARTICIPANT PAYMENTS

We recently implemented changes to the Miscellaneous Payment Request process for paying research study participants via check and Zelle. These changes are to address the concerns regarding data security and are outlined below:

**Social Security Required Field:** The social security field is no longer a required field for Zelle and/or checks to individuals in the business process. However, the Social Security Number (SSN)/Individual Taxpayer Identification Number (ITIN) is required if the payment is \$600 or more or if the cumulative total to an individual within a calendar year is \$600 or more. It will be the units' responsibility to assess this and collect SSN/ITIN when the threshold is met.

**Routing:** Payments to individuals for participation in research studies will no longer route to Accounts Payable (AP) for processing. Under the new approval flow, requests will be routed to the cost center manager and the shared environment only. Payment requests will only route to AP when payments are \$600 or more or if the cumulative total to an individual within a calendar year is \$600 or more. These payments require action by the Tax Office as there are tax implications for payments to individuals that meet this threshold.

**Required Fields for Zelle Payments:** Banking account information and payee address have been removed from the required fields for the Zelle payment business process for research study participants. Only email or phone number are required for this payment method. The participant will need a bank account to receive funds but a bank account and routing # are not required by UW to process payment.

The Enterprise Interface Builder (EIB) tool is currently available for Shared Environments that hold the role of "Shared Environment Accountant" and "Supplemental Accountant" Instructions

on this tool can be found on the [Procurement website](#). We are working on a user-friendly interface and we will provide an update in the coming weeks.

## UPDATE ON PARTIALLY RECEIVING A PURCHASE ORDER

Workday system updates were recently implemented to allow units to partially receive a designated amount on a BPO. Units are encouraged to run the R1166 report and “create receipt” on invoices in progress with the “Supplier Invoice Processed Without Receipt Created” in the Invoice Line Exception field. You do not need to wait to Create Receipt until an exception message is present. Best practice is to Create Receipt as soon as you have verified receipt of goods or services, before or after the invoice arrives from the supplier. Receipts are created against Purchase Orders, not invoices, and as such can be created at any time once receipt of goods or services is validated.

## UPDATE ON PROCARD

ProCard spending limits have been broadly increased to \$4999.00 single limit and \$40,000.00 monthly limit through October as we work to stabilize the invoice backlog in Accounts Payable. Units may elect to pay eligible invoices that are in critical status. Invoices that are paid by ProCard should be cancelled in the Workday system to avoid duplicate payments. Please follow the Quick Reference Guide (QRG) for Cancelling Workday Supplier Invoices attached to this flash (coming soon to UW Connect).

## GENERAL UPDATE AND GUIDANCE ON THE ROUND-TRIP CATALOGS IN WORKDAY

Although we have made significant progress in the resolution of the deliver-to issue with our Round-Trip Supplier catalogs, we are still hearing some isolated incidences where the items are not been delivered to the right location/recipient. The below guidance is intended to help the UW Academy campus users further mitigate any delivery errors with the Round-Trip catalogs:

1. All catalog suppliers have or recently will be adding end-user names, room numbers, and floor numbers to their shipping labels.
2. End-user name: This gets populated on the shipping label from the "ship to contact" field at the Line level of the requisition (see graphic below). So, as you complete the checkout process in Workday update this field at the line level. Based on this, all lines of a

requisition should be shipped to the same end user. The supplier will only be able to pick up the Ship-To Contact in the first line.

Shipping Address

Deliver To: Seattle Campus > Magnuson Health Sciences Center D, 1328 > Mag H.S.C./D 1st Floor > D100H Mag H.S.C./D Floor 01

Ship-To Address: 1705 NE Pacific St  
Seattle, WA 98195  
United States of America

Requisition Information

Request Date: 8/9/13/2023

Currency: USD

Requisition Type: Goods and Services

High Priority:

Sourcing Buyer: [dropdown]

Submitted by: Hsu, Ray

Memo to Suppliers: Deliver To: David Ballard

Internal Memo: [text area]

Goods

| Item Category | Quantity                             | Unit Cost | Extended Amount | Deliver To  | Ship-To Address   | Ship-To Contact              |
|---------------|--------------------------------------|-----------|-----------------|---|---|------------------------------|
| [dropdown]    | Quantity: 1<br>Unit of Measure: Each |           | 18.69           | Seattle Campus > Magnuson Health Sciences Center D, 1328 > Mag H.S.C./D 1st Floor > D100H Mag H.S.C./D Floor 01 | 1705 NE Pacific St<br>Seattle, WA 98195<br>United States of America | Search<br>Ballard, David [C] |

3. Room Number and Floor Number: Please ensure you select your correct Deliver To information as prescribed in the Job Aid here: UWA Requisition Job Aid. The deliver-to option that you select is the source of the room number and floor number that will appear on the shipping label.
4. Caveat: Using the Supplier Comments field for capturing deliver-to information is still recommended and needed in some supplier instances. So please continue to provide this in all your requisitions. In particular, remember:
  - i. This field in Workday is a free-form text without any restrictions on length or characters. However, all catalog suppliers have a 25-character limit. This means only the first 25 characters in this field will translate to the shipping label for catalog suppliers. You can still provide more than 25 characters for other purposes; it just won't appear on the shipping label.
  - ii. Because of this, the recommended practice is to ALWAYS put the end user's name first (i.e. "Del To: David Ballard"). This will help ensure the end user's name appears on the package.

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iii. For catalog orders, there is no need to put additional location information in the Supplier Comment field like room number and floor number, since it is being provided elsewhere (see a–c above).

5. IMPORTANT ANNOUNCEMENT ABOUT THE 1959 NE Pacific vs. 1705 NE Pacific Ship-To locations.

There appears to be some confusion on campus about the correct Ship-To location to select for the Magnuson Health Sciences Center when creating a Workday requisition; To clarify, the 1959 NE Pacific is the address for the University of Washington Medical Center (UWMC) loading dock, operated by UW Medicine, and the correct Ship-To location for the Magnuson Health Sciences Center is the 1705 NE Pacific Street address. Effective on October 1, 2023, any UW Academy packages that are shipped to the 1959 Pacific Street loading dock in error will be refused by the receiving dock personnel and be sent back to the shipper, since they are not staffed to triage the volume of parcels for both companies.

To help remedy this change, the Hypercare team is reaching out to our couriers such as FedEx and UPS- to provide guidance on desktop delivery requirements to the Magnuson Health Sciences Center. We are confident that with the combination of the technical solutions that we have implemented with the Round-Trip Catalog suppliers and better guidance to our campus customers and couriers, we can further avoid any potential shipping error from happening. Again, your patience is greatly appreciated!

[PROCUREMENT SERVICES](#)

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Customer Service: [pcshelp@uw.edu](mailto:pcshelp@uw.edu)

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