

FM NEWS – DECEMBER 2015

Happy Holidays! This issue of FMNews includes the following items:

- Announcing Amazon Business!!
- *COMING SOON!* Drop Box for Cash Deposits!
- Did you hear? PAS is Now Closed for Requisitions
- *COMING SOON!* eProcurement Enhancement - BPO Title and Link to Receiving will be included in the Daily Receiving Reminder Email!
- New Online Guidance for Hosting an UW Event
- 12/31/15 Deadline: Required DES Procurement Training
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Announcing Amazon Business!!

If you are currently using an Amazon Prime Account to make purchases for your department or if you have already established an Amazon Business Account for your organization, we have exciting news for you! Amazon rolled out its Amazon Business solution in May of this year, and soon after UW Procurement Services began working closely with them to bring the Amazon shopping experience to our campus! Very soon Amazon will be added to eProcurement as a punch-out, with access to Amazon as well as all other suppliers in their network! A win-win-win! We have beta tested this process and find it simple and straight forward, much like the Amazon shopping experience. All of your existing account details like payment methods and shipping address should transfer from your Prime account to your new Amazon Business account.

To sign up for a new Amazon Business Account or need help converting your existing account, please contact UW’s Amazon Business Master Account Administrator, [Ray Hsu](#), for further details.

For more information, and to learn more about this exciting new buying option and its many benefits, go to: <https://f2.washington.edu/fm/ps/amazon-business> or contact Ray.

COMING SOON! Drop box for Cash Deposits!

To reduce departments' administrative burden and enhance efficiency, Student Fiscal Services and Banking & Accounting Operations are nearing the official launch date for departments to make deposits in Schmitz 129 with the drop of a hand! Soon after the new year, step by step guidance will be issued that will eliminate the need to complete paperwork at the counter and wait in line. Stay tuned!

To request more information or ask questions, please reach out to SFS by email to sfshelp@uw.edu

Did you hear? PAS is Now Closed for Requisitions

We continue to be on schedule in shutting down PAS for all purchasing functions by the end of this month. Thanks to all of you for your cooperation and patience in this massive effort! We recognize the change effort involved in moving from these old systems to modern technology. As of the beginning of December, we were down to only 322 open orders in PAS. We're now down to the last couple of hundred of some of the most complex of these remaining orders. We are working directly with those affected units to facilitate the conversion to Ariba.

Over the coming months we will work to further stabilize Ariba as well as continued work on some of the enhancements identified during the implementation effort. We remain interested in hearing your feedback and your ideas and encourage you to contact [Procurement Customer Service](#) at 206-543-4500.

COMING SOON! eProcurement Enhancement - BPO Title and Link to Receiving will be included in the Daily Receiving Reminder Email!

In response to a campus enhancement request, the daily receiving reminder email, *Orders/Contracts Must Be Received*, will include:

- BPO Titles
- Links directly to the Receiving interface in eProcurement

As soon as this feature is available, campus users will be notified by a flash communication that will include a link to an updated "How-to-Receive Guide".

Let us know what you think by calling Procurement Services Customer Service at 206-543-4500.

New Online Guidance for Hosting an UW Event

Does your department host UW events large or small? To simplify the contracting and payment process, we have updated our [Conference webpage](#) with streamlined

information with an easy to read chart that identifies a checklist of tasks with information that will assist in staying compliant with hosting policies and guidelines.

Use if for your next event and let us know what you think by calling Procurement Services Customer Service at 206-543-4500!

12/31/15 Deadline: Required DES Procurement Training

Under the procurement reform law (RCW 39.26.110) which became effective on July 1, 2013, State of Washington’s Department of Enterprise Services requires all state employees whose jobs involve “developing, executing or managing procurement or contracts for goods and services”, to fulfill certain training requirements in order to be able to continue performing their Procurement Duties.

[Go to the DES Training webpage](#) to determine training requirements for your department in order to complete this procurement training by December 31, 2015. Any questions regarding this guidance, please contact Ray Hsu at Procurement Services (rayhsu@uw.edu).

1099 Tax Reporting Time Again...

Research subject payments made by field advance, tango cards, revolving fund, or gift cards should be recorded by departments throughout the year. If the payments to one individual reached \$600.00 or more in the 2015 calendar year, those payments should be reported to the Procurement Services Tax Desk by **January 8th, 2016** for 1099 MISC reporting (<http://f2.washington.edu/fm/ps/how-to-pay/1099taxreporting>).

For more information

visit: <http://www.washington.edu/admin/finserv/bankops/rschsubjects.html> or contact ten99@uw.edu.

Procurement Services Enhances its “How to Pay” Webpages

To further assist users with eProcurement invoicing and payments, Procurement Services has streamlined its information and instruction on the [Accounts Payable website](#). As an example, the [Payment Terms, Timelines, and Delays webpage](#) has been updated to describe eProcurement processes in an effort to lift the veil of supplier payment knowledge to assist departments with payment expectations.

Please contact [Procurement Customer Service](#) at 206-543-4500 for additional assistance.

Improvements to Procurement Desktop Reports (PDR) Imaging

Since September, Procurement Services has been scanning journal vouchers, check requests, and PAS PO invoices into the new Enterprise Document Management Systems (EDMS). When a user runs certain reports in Procurement Desktop Reports (PDR), the document links will feature an enhanced screen view to show the whole image (no tiny font!), better printing output, and Adobe Reader controls for rotating and saving the files.

Have questions? Contact Procurement Customer Service at pcshelp@uw.edu or 206-543-4500.

Stay Current with Ariba 9r2 Browser Compatibility

With the release of the new Ariba 9r2 version comes an updated web browser compatibility list. As security and browser technology evolves, it is important to make sure that you are using the correct browser with the appropriate version. Find out more at: <https://f2.washington.edu/fm/ps/browsers>.