



UW Procurement eNews

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Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.

Please note that not all topics in this newsletter apply universally across all UW departments and Medical Centers. Always follow your own department policies.

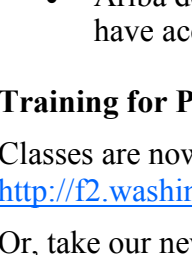
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Headline News



New Ariba Functionality: Payments to Individuals

Does your department create check requests to pay for honoraria, services, awards/prizes, or other payments to an individual? Departments can now submit these payment requests electronically through a new form in Ariba, called Payments to Individuals (P2I).

Some of the many benefits to this new process are:

- Paper reduction with the elimination of many check requests, helping the UW reach the state paper reduction goal of 30%
- Encrypted tax ID numbers
- Better visibility to department approvals, work flow, and status
- Supplier registration form not required
- Ariba document retention of six years allows budget reconcilers to always have access to the source documentation

Training for P2I

Classes are now available. Visit our Classroom Training page to sign up:

<http://f2.washington.edu/fm/ps/training-events/classroom-training>

Or, take our new P2I eLearning with optional labs: <http://f2.washington.edu/fm/ps/training-events/independent-study>

Important Website Information

See more information on the Payments to Individuals web page at: <http://f2.washington.edu/fm/ps/how-to-pay/individuals>

If you had bookmarked Procurement Services web pages prior to 11/15 relating to paying individuals or other payment types, you may want to update those links, as the How to Pay pages have changed. Please see <http://f2.washington.edu/fm/ps/how-to-pay> to view the changes.

If you have additional questions, please contact us at pcshelp@uw.edu.



1099 Tax Reporting Time Again...

Research subject payments made by field advance, revolving fund, or gift card should be recorded by departments throughout the year. If the payments to one individual reached \$600.00 or more in the 2013 calendar year, those payments should be reported to the Procurement Services Tax Desk by **January 3rd, 2014** for 1099 MISC reporting. For security purposes, files need to be submitted on a flash drive or CD in the excel format provided in the link below.

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



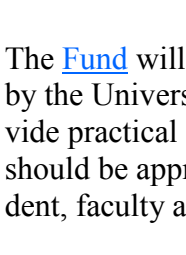
In-Store Credit Procedures

Please note that if you have earned In-store credit, or any similar type of credit based on accumulated spend, and use that credit to acquire a piece of equipment, then that equipment is subject to tagging and tracking. It is the department's responsibility to notify EIO of these types of acquisitions.

Here's a link to more information about Earned Credit Acquisitions: <https://f2.washington.edu/fm/eio/acquisition-earned-credit>

For additional information, please contact [Erin Fay](#) at 206-543-9859

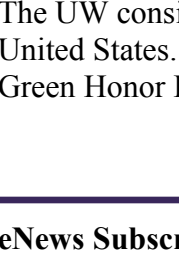
eProcurement Supplier News



Office Depot's Fall Newsletter now Available

Click on the [Office Depot Newsletter](#) to get the latest news and tips for this eProcurement catalog supplier.

Reminder



Food Approval Information & Guidance

A while back, a collaborative effort using University customer input was accomplished on a project to improve the content and usability of the [Food Approval webpage](#). Many UW budgets are either not approved for food and/or alcohol purchases, or have some restrictions. Use the guidance on the new Food Approval web page to ensure that all expenses charged to University budgets are allowable and appropriate for the funding source.

Green U News



New UW Grant Supports 'Green' Research

Green Seed Fund Proposal Deadline December 3rd

Do you have a research idea that would advance campus sustainability? Applications for the UW Green Seed Fund are being accepted until December 3, 2013.

The [Fund](#) will award grants of \$25,000 to \$75,000 from a pool of \$250,000 provided by the University. Successful grant proposals will outline research projects that provide practical solutions to helping UW reach its [sustainability goals](#). Project duration should be approximately one year and include a minimum participation of one student, faculty and staff member from a UW campus or medical center.

Newly-established by President Young and Provost Cauce in 2013, the Fund seeks to engage the UW community in sustainability research that positively impacts University and beyond.

"Environmental sustainability is applicable to everything we do," said Ruth Johnston, Associate Vice President of Environmental Stewardship & Sustainability at UW. "It's an area that spans disciplines and brings us together as a community. The Green Seed Fund gives people from any discipline a chance to impact the sustainability of our campus and our world."

The UW consistently [ranks](#) among the top environmentally-friendly schools in the United States. Most recently, the University was named to the Princeton Review's Green Honor Roll and the Sierra Club's "Greenest Colleges" list.

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University of Washington's Finance & Facilities**

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