

Procurement Services

Campus News & Information



November 2019

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Submit Foreign National P2Is by Monday, 12/9/19

Payment to Individual (P2I) requests for foreign nationals **with services performed in the U.S.** must be submitted in Ariba and ready for Central Office processing by December 9, 2019 in order to meet year-end 1042-S tax reporting requirements and ensure timely payments.

Foreign national payment requests that are received after December 9th or that do not have all required documents submitted in the DocuSign portal will be held for processing in January 2020.

Payments to foreign nationals with services performed outside the U.S. and domestic P2Is can continue to be processed through the end of the year. It is advisable to submit the payment request sooner to ensure timely payment.

For any questions regarding the end-of-year process for foreign national payments in P2I, please call Procurement Customer Service at 206-543-4500.

REMINDERS FROM PROCARD OFFICE

We would like to remind renewal cardholders to complete the assessment and submit a renewal application no more than 6 weeks prior to the end of the expiration date month.

Example, if your card has an expiration date of 12/19, take the assessment and submit your application after 11/15/19.

- Office Depot Compostable Breakroom Products
- Ariba Catalog News

This link will take you to our home page where you can find lots of important information.

<https://finance.uw.edu/ps/how-to-buy/procurement-card>

This link will take you to the tutorials page where you can find all the trainings and assessments.

<https://finance.uw.edu/ps/resources/training/tutorials#CardServices>

NEW PROCARDS:

Step 1: Complete the Procard training and assessment with a passing score of 30/32 questions or Medical Center assessment.

Step 2: Complete and submit a Procard application in Ariba

PROCARD RENEWALS:

Step 1: Complete the Procard renewal training and assessment with a passing score of 9/10 questions or Medical Center assessment.

Step 2: Complete and submit a Procard renewal application in Ariba

TRAVEL CARD RENEWALS:

Step 1: Complete the TRAVEL CARD training and assessment with a passing score 11/12 questions.

GHOSTCARDS AND CTA:

When the new cards arrive in the Procard Office, the cardholder will be emailed the new expire date and CVV number.

Should you have any questions, please contact the ProCard Office at procard@uw.edu



WEBCAST TRAINING SERIES

...brought to you by the Procurement Services Training Team!

Did you miss one of our previous webcasts? No worries, all of the webcasts have been recorded and posted to the Procurement Services Training Webcasts page for your convenience.

To access any of our recorded webcasts, please visit:

<https://finance.uw.edu/ps/resources/training-and-tutorials/ariba>

Coming in December:

- **eReimbursement - 12/4/2019 from 10am to 11am.**
 - Learn more about:
 - What is not allowed
 - General information
 - Best practices
 - For more details about this webcast, click: <https://finance.uw.edu/ps/resources/training-and-tutorials/ariba>
- **Creating a Blanket Purchase Order (BPO) - 12/17/2019 from 10am to 11am**

The training topics are the result of campus feedback we gathered in May.

Each webcast will be an hour in length with a half hour devoted to Q & A. Every webcast in the series will be recorded and posted to the Procurement Services website after the event date for those who were not able to participate.

To register for a webcast, click: <https://finance.uw.edu/ps/upcoming-events>.

ASK US ANYTHING ABOUT PURCHASING! LIVE WEBINAR SERIES

DECEMBER'S LEAD OFF TOPIC: IT PURCHASES

Who: Open to all of campus and hosted by the UW Procurement's Contracts & Sourcing team with assistance from the Training Team.

What: Free-form Zoom meeting to allow campus to ask specific questions about Purchasing processes. Each month, we will have a lead off topic to start the discussion and we will ask for advance questions too, via Catalyst.

When: Thursday December 19, 2019, 1:00 PM – 2:00 PM

Where: Online! Registration information is on the UW Procurement Services Webcast page: <https://finance.uw.edu/ps/resources/training-and-tutorials/ariba>

Questions will be taken via the online chat function in Zoom!



FAMILIAR WITH THE FOOD APPROVAL POLICY?

The Food Approval Policy and its application are essential for staff to understand. Many UW budgets may have restrictions or are prohibited from food and alcohol purchases. The Food Approval webpage is available at <https://finance.uw.edu/food-approval> for use to ensure that all expenses charged to University budgets are allowable and eligible for the funding source. The Guidance Matrix located on the Food Approval website lists the budget types and typical budget prefixes and describes scenarios of allowable purchases for food or alcohol. For example, in the Guidance Matrix column 01, scenario 3, lists general University budgets. Food purchases are allowable for training, recognition, or business meetings within per diem and a food approval form must be on file. If the cost is over per diem, an appropriate discretionary budget is required. For information on Discretionary budgets, see column 06, scenario 4 of the Guidance Matrix. The Department Chair, Director, Dean, or VP may delegate approval authority to a Department Administrator.

Please keep in mind; discretionary budgets do not require food approval flags or use of the food approval form.

The Guidance Matrix assists determining the food policy alignment with the department budget; be sure to scroll down to review Conditions, Roles and Responsibilities, and Payments/Reimbursement sections, for the specific type of event the food is being purchased.

For per diem rates, please see the Travel Services website's Policies and Procedures web page: <https://finance.uw.edu/travel/policies>.

Q & A

Dear PCS,

A supplier advised submitting their invoice. Please explain why their submitted invoice is not visible on the purchase order or BPO?

Dear Invoice Missing,

There is a one-business day delay from the date the Ariba network supplier submits their invoice in their Ariba Account portal until the electronic invoice is

visible on the BPO or Purchase Order. For example, submitting an invoice in the Ariba Account portal on Friday, the earliest the invoice becomes observable on the BPO or Purchase order is after 6 am, Monday. If Monday is a holiday, the invoice would be the available to view the following day. Should the invoice remain unseen after two or more business days, the Supplier may seek a resolution by contacting Procurement Customer Service at pcshelp@uw.edu or 206-543-4500.

OFFICE DEPOT COMPOSTIBLE BREAKROOM PRODUCTS

Planning your holiday work party? Office Depot has an assortment of compostable breakroom products that are Cedar Grove approved including plates, cups, and cutlery. You can find the latest list of products on the Office Depot site in eProcurement. After punching out to the catalog, please click on "Shopping List" then, "Compostable Products."

Office Depot also has a Fresh Food Program with fresh fruits and vegetables, pastries, dairy/cheeses, snacks, and drinks.

These are located under "Products," "Breakroom," then, "Fresh and Frozen Foods."

If you have any questions, please reach out to **Jeréme Robinson** at 855.337.6811, x16104 or jereme.robinson@officedepot.com.


ARIBA CATALOG NEWS

COMING SOON: New Ariba OMWBE supplier, *Pacific Office Solutions Laboratory Equipment and Supplies*. In December, a new PunchOut catalog for Pacific Office Solutions, a small disadvantaged, women-owned business will be deployed. The landing page will be co-branded with the Pacific Office Solutions and University of Washington logos. Because the new supplier is an authorized distributor for Grainger Laboratory Supplies and Equipment, there will be a button you click to proceed to the Grainger products once you reach the PunchOut Landing page. Orders and invoices will route to and be processed by Pacific Office Solutions.

We encourage you to explore this new PunchOut Catalog which has earned certification from Washington State Office of Minority and Women's Business Enterprises.

NEW IMPROVED PUNCHOUT CATALOGS: The *Anixter Inc. Telecommunications Equipment | Supplies* and *Keeney's Office Supply | Office Interiors* PunchOut Catalogs have been redesigned to provide an improved shopping experience for campus users:

- The *Anixter Inc.* PunchOut now includes products formerly available in the deactivated Clark Security Catalog. It also provides Request a Quick Quote Button in the landing page where you can request a quote for items you cannot find on the PunchOut site. Once you submit the request, Anixter



will email a quote to you. The products will be added to the PunchOut catalog.

- The *Keeney's Office Supply | Office Interiors* PunchOut catalog offers streamlined navigation.

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[ARIBA BUYING](#)

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Customer Service: <mailto:pcshelp@uw.edu>

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