



# PROCUREMENT SERVICES

## CAMPUS NEWS & INFORMATION

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.

December 22,  
2016

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[Procurement Services Website](#)

## HEADLINE NEWS

### 1099 REPORTING DUE NOW

The University of Washington is required to report payments of over \$600 made during a calendar year to a particular individual or business to the IRS. Unlike in years past, **the IRS has changed the 1099 reporting deadline to JANUARY 31<sup>st</sup>** - which is significantly earlier than ever before!

While most of the required data for reporting is captured centrally, payments to research subjects are typically held at the department level. If your department has made payments to research subjects using one of the methods below and have paid any particular individual \$600 or more in 2016, and you have not completed the spreadsheet sent from [ten99@uw.edu](mailto:ten99@uw.edu), please do so ASAP.

Only payments made through one of these three methods need to be reported:

- Revolving Fund
- Field Advance
- Gift Cards/Gift Certificates

If you believe you may have made a reportable payment, but did not receive a notification requesting payment reporting information, please contact [ten99@uw.edu](mailto:ten99@uw.edu).

### Delegation of Authority

[Ariba Buying Portal](#)  
[Newsletter Archive](#)

## Contact Us

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

Ensuring that you have appropriate delegated signature authority before signing a document on behalf of the University of Washington is critical. Signing a document without appropriate delegated authority creates risk for the University and could create personal liability for you as the signatory. For procurement transactions, only individuals within the Procurement department (or, for certain UW Medicine entities, UW Medicine Supply Chain) have the authority to sign contracts committing the University to purchase goods or services. Please involve Procurement Services early when considering a purchase, so that we can help you ensure a smooth process!

## What's New in ARIBA

### Procurement Tip: How to locate all the Supplier Catalogs available in ARIBA

Not sure if an ARIBA Catalog is available for a specific supplier? Are you looking for a specific commodity or item and not sure if or which UW Catalog Supplier sells it? Here's how to access this information:

1. Click on the **ARIBA icon** on the Procurement Services [website](#) and log in with your UW NetID and password.
2. Select **Create** and then **Requisition** from the ARIBA Home Dashboard or Procurement tab.
3. In the **Catalog Home** box in the right hand corner (above the yellow Create Non-Catalog Item button) click on the word **Suppliers**. This will open a list of all the Hosted or Punchout Catalog Suppliers available in ARIBA and may include a list of the commodities (items) they sell under their name.
4. To explore, click on the **Suppliers name** and it will take you to the Buy from Supplier button (for a Punchout Catalog order) or provide a list of items available from the supplier (Hosted Catalog).
5. If you select the **Add to Cart** button under the individual item, only that item will be added to your Requisition. For additional items, click the **back to Catalog** button, click the **Supplier link** in the **Catalog Home box**, click on your **Supplier's name** and select your next item.
6. **To add multiple items** to your cart at once, use the **outside check box** and click the **Add to Cart** at the bottom of your screen next to the Compare button.



**LEAVING FOR THE HOLIDAYS?**

Help UW save energy and reduce emissions by following Sqwatch's easy tips!

Power down!

See his tips: [green.uw.edu/power-down](http://green.uw.edu/power-down)

The graphic features a brown sloth character named Sqwatch wearing a purple scarf and a purple speech bubble that says "Power down!". The background is light yellow with snowflake patterns. A large purple "W" logo is in the bottom right corner.

If you're leaving town for the holiday break, don't forget to power down your workspace and home to save energy while you're away! For energy saving tips, visit [green.uw.edu/power-down](http://green.uw.edu/power-down) for more information or email [sustainability@uw.edu](mailto:sustainability@uw.edu).

## UW Sustainability's New Website

UW Sustainability has updated its [website](#) with a new look to better reflect the UW's Boundless brand, make it easier to find relevant information, and work better on mobile devices.

Let us know what you think! If you have any suggestions as we continue to improve the site please email us at [sustainability@uw.edu](mailto:sustainability@uw.edu).



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**Procurement Services is a Division of Financial Management within University of Washington's Finance & Facilities**

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