



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.

October 27, 2016

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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 31st** - 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, 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.

Contact Us

Customer Service:

pcshelp@uw.edu

What's New in ARIBA

As a result of campus feedback, the [Non-PO Invoice](#) process will see some enhancements before the end of the year.

Procurement Services has worked together with our campus partners to provide new options for Non-PO Invoice payments.

- Foreign suppliers will be available to pay through Non-PO Invoice.
- The Non-PO Invoice approval process will be streamlined for limited types of expenses that exceed the direct buy limit.
- There will also be improved reporting to track and manage Non-PO Invoice spend.

More information will be released in November's Procurement Services Newsletter!

Culture of Service

As part of the [Transforming Administration Program \(TAP\)](#) and the goal of "One Administration", the University is focused on enhancing the culture of service within the central administration units.

A [Culture of Service](#) is a shared purpose where everyone is focused on delivering value for others inside and outside their organization and across the University. Each UW central department has a Culture of Service Ambassador who is working with a consultant from Organizational Excellence.

You can help build a Culture of Service in your department by:

- Creating a culture where employee input/innovation is encouraged.
- Ensuring that customer feedback systems are in place and working well for all core services.
- Making process and system improvements to enhance service
- Setting service standards, communicating them to employees and customers, and holding employees accountable for them.
- Incorporating service into hiring, onboarding, training, performance management, websites, mission, strategies, projects and more.

For more information about Culture of Service and resources and assistance, visit the [website](#).

New ARIBA Catalog Suppliers

Good News! The Rainin Instruments punchout catalog is back and should be used for all your ordering needs. You can access it by Creating a Requisition and clicking on the name Rainin Instrument in the list of Catalog Suppliers and then clicking on the green Buy from Supplier button.

If you have a quote from Rainin and need to submit a Non-Catalog Purchase Order, be sure to select their correct Supplier name from the drop down. It's Mettler Toledo International with supplier number 279651.

Happy Buying!

Green Office Certification Program

Are you committed to Sustainable practices in your office? Do you follow your colleagues around and turn off lights behind them? Sort through the trash, and separate compost and recyclables? Turn the thermostat down?

If you're "green minded", you may want to join the [Green Office Certification program](#). The certification is based on sustainable workplace practices in action like energy conservation, green meetings, paper conservation, purchasing, waste diversion, transportation, and more.

You can participate in the Green Office Certification program by completing the [online application form](#). The process takes less than 20 minutes and after you certify, we bring you a certificate and free coffee to make it official!

Want to find out what UW offices are certified? Visit the [webpage](#) for a list and map.

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

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