

Procurement Services

Campus News & Information



November 2021

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2021 YEAR-END 1099 TAX REPORTING REMINDER

The tax-reporting season is fast approaching. Please remember to send payment information made to individuals not paid through Ariba or Accounts Payable (i.e., gift awards, research subject payments) to the Tax Office by December 20, 2021.

Please contact the Tax Office at ten99@uw.edu if you have any questions or need a copy of an Excel worksheet template.

IMPORTANT MESSAGE FROM LINDE/PRAXAIR

Linde is updating the pricing protocol for LN2 cryogenic storage vessel/dewar fills. These are the containers used to store cell samples in liquid nitrogen.

- The pricing will be per vessel/each.

EXAMPLE: 2 vessels that each hold 35 liters will be invoiced for two NI LTFILLUWMED each time the driver does a fill.

- The part number used for a specific vessel will be based on the total liter capacity of that vessel. If you are unsure of your vessel size and

capacity, it can be found online using the manufacturer and model information.

- Two new part numbers are being issued to cover additional vessel sizes. These are shown in the table below, highlighted in green.

This will be effective immediately, for labs and locations signing up for new LN2 dewar fill service.

For labs and locations already receiving service, you must update your BPO's to reflect the new pricing structure by 1/1/22.

NOTE: All vessels (dewars and freezers) at the UW that receive liquid nitrogen from Linde, are owned by UW. It is the sole responsibility of university/lab personnel to continuously monitor and check on any vessel or freezer to ensure it has an adequate LN2 level and is maintaining satisfactory temperature for cell storage.

<u>PART NUMBER</u>	<u>VESSEL SIZE IN LITERS</u>	<u>EACH</u>
NI LTFILLUWXLG	VESSEL 50 LT AND LARGER	84.12
NI LTFILLUWLG	VESSEL 35-50 LT	58.23
NI LTFILLUWMED	VESSEL 20-35 LT	38.31
NI LTFILLUWSML	VESSEL 10-20 LT	24.38
NI LTFILLUWXSM	VESSEL 0-10 LT	23.75

Labs that intend to request new dewar fill or freezer service from Linde:

- Please contact Linde as soon as possible to set up your new ship-to account or to add the service to your existing account.

Note, the delivery address on an account needs to match the location of the vessels needing service. If it does not, a new ship-to account will need to be set up.

- If you are currently with another vendor that will be ending LN2 service on 1/1/22, **please do not wait** until the last minute to request service from Linde. We need to plan ahead and anticipate how many additional locations will be needing service to ensure there are enough assets (LN2 and LN2 tanks), trucks, and drivers to successfully service all new locations. Otherwise, we may not be able to accommodate all requests.

CONTACT INFO:

Customer Service

LG.US.UW.ORDERS@LINDE.COM – this is a dedicated inbox for UW.

253-620-1620 or 800-624-7033

Territory / Account Manager for UW

Elizabeth Rose, elizabeth.rose@linde.com
cell: 253-318-1960, please feel free to text or call.

VWR Year-End Support

- Pricing increases will be in effect at the start of the new year. Place orders now to take advantage of 2021 pricing!
- Year-end discounts are available for various equipment. For a year-end quote, reach out to abbey.porter@vwr.com or susan.demorest@vwr.com. Or, reach us both at uwteam@vwr.com.
- Review open purchase orders in the system—if your order is delayed and won't be arriving until next year, work with Abbey and Susan to switch it to an in-stock alternative!

DECEMBER "ASK US ANYTHING ABOUT PURCHASING!" WEBINAR

Join our free-form monthly Zoom sessions to learn and ask questions about Contracting, Sourcing, and Purchasing processes. Our lead off topics are discussion starters, but we really want to focus on your questions. We meet the third Thursday of every month from 1-2pm.

On December 16, 2021, our conversation starter will be: *Setting the Stage for Success: What do I need in order to submit a Purchase Order Request?*

Registration links are updated here:

<https://finance.uw.edu/ps/upcoming-events>

Please let us know if there is a topic you'd like us to address at an upcoming session by sending us an email: Lynn Magill lmagill@uw.edu.

ARE YOU PLANNING A HOLIDAY PARTY/EVENT FOR YOUR DEPARTMENT?

If you are planning a holiday party or event for your department this year, please be sure to check the Food Approval Policy <https://finance.uw.edu/food-approval> for policy guidance and the Planning an Event web page <https://finance.uw.edu/ps/how-buy/planning-event> for information on using contracted caterers. Many UW budgets have restrictions or prohibit food and alcohol purchases.

The Food Approval web page ensures 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. In scenario 4 & column 06, information on discretionary budgets is in the Guidance Matrix, which relates to Food Purchases using discretionary budgets (64-XXXX). Holiday parties or other staff celebrations, must be paid on discretionary funds. Department policy may require Chair, Director, Dean, or VP approval, delegated 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 in 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.

You will also want to know the State, County, or City **vaccination and mask requirements** for your event location.

SMALL BUSINESS SUPPLIER PROFILES –

Systems Source

Kyle Smith has been with Systems Source for 5 years with over 15 years of industry experience in project management and sales including commercial, non-profit, healthcare, behavioral health, and education. Kyle has been supporting UWMC and UWMC-NW for the past 5 years and is excited to now, be leading the entire University of Washington team at Systems Source.

Systems Source, a certified woman owned business, is a leader in providing workplace solutions focused on well-designed spaces that meet budgets, maximize efficiencies and support end-user initiatives in wellness, diversity, LEED and stewardship. Our teams are dedicated to creating and maintaining partnerships that flourish and thrive – customer satisfaction is the ultimate measure of our success.

Systems Source was proud to partner with the University of Washington on the recent award-winning Population Health project and the entire University of Washington team at Systems Source looks forward to our ongoing and developing relationships with UW providing excellence in service and goods.



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News from B&H: Our creative, specialty, and general technology providers!

With the Fall quarter underway, B&H is welcoming Nick Roman as the new dedicated business development representative for the University. Going forward, Nick will be your B&H point of contact for any of our university technology needs. Dan O'Connor will continue assisting additional regions, while Ariel Sobin (ariels@bhphoto.com) oversees the west coast region as a whole and will be working with Nick as he transitions into his role. You can always reach out to Ariel as well should the need arise.

In efforts to continuously improve their service, B&H has been working on dedicating more individualized attention and support to their customers. To that end, Nick would welcome an opportunity to talk about how he can better assist the University as we continue to work together. Please feel free to reach out to Nick via email at nroman@bhphoto.com or call him directly at 212-239-7500 x4359. He is looking forward to working with us and happy to answer any questions you might have.

As a reminder, B&H has a purchasing portal with the University's contracted E&I pricing on our [Ariba e-procurement system](#). We recommend using this for all purchases, as it provides better educational pricing based on our E&I contract. You can just add items to your cart and punchout from there.

This is also especially useful when it comes to rush situations because all B&H purchases are priced under our E&I contract, you won't need to obtain multiple quotes, even on larger dollar value purchases. For support creating or updating quotes, you can contact B&H's Washington inside sales team at Washington@BHPhoto.com or connect with Nick, directly. Lastly, if you are encountering any stock issues, reach out to Nick and he will work with you on any possible replacement options.

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