



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.

November 17, 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

Non-PO Invoice Enhancements Coming December 2016

Why are we making these changes?

Non-PO Invoice was first introduced in 2012 as a tool to use for payments to suppliers during our transition from PAS to ARIBA. Over the past four years, Procurement Services worked together with our campus partners to streamline certain purchases and improve compliance of Non-PO Invoice payments. We have implemented standard controls to monitor purchases, to reduce risk to your department and the University while offering some new enhancements.

What is changing?

- Foreign suppliers will be available to pay through Non-PO Invoice! This is exciting news for those departments who process payments below the direct buy limit for foreign suppliers. This means faster, easier payments for some of our foreign suppliers.
- The Non-PO Invoice approval process will now be streamlined for limited types of expenses that exceed the direct buy limit. For example: memberships to professional organizations, subscriptions to publications and certain utility companies.
- Form 1632 – Independent contractor verification form will no longer be required to be kept on file at the department if the supplier being paid is an individual. This verification information will now be part of submitting the Non-PO Invoice similar to the Payment to Individuals module.
- Improved reporting to track and manage Non-PO Invoice spend at the department level. Report fields can be filtered by specific org codes, budgets, preparers, and more.

For further details regarding this update, please visit the [website](#).

Good News! New Account Codes (Object Codes) will be Available in ARIBA in December

In early December, new Account Codes will be available in ARIBA for use on Requisitions, Contract Requests and Non-PO Invoices.

<u>Account Code</u>	<u>Description</u>
03-14	Internet Access
03-52	Laboratory Fees for Goods or Rental of Equipment
03-54	Publication Fees
03-77	Catering, Meals, Soft Drinks, Ice, Alcohol & Prepared Foods
02-96	Software Implementation and Consulting Service

Why is this Important?

Account (Object) codes are more important than ever. ARIBA automatically calculates tax based on the account code, ship-to location and supplier location. Taxable items and services will automatically be assessed use tax if the supplier does not collect WA sales tax.

The Tax Office has partnered with Financial Accounting to update the Taxability Grid and the Object Code descriptions webpages to better guide departments in selecting codes for their purchases. Please check out the new [object code descriptions](#) and the new-look [taxability grid](#) (with a new search function, equipment schedule and over 700 entries).

Any questions regarding correct object codes or suggestions regarding the taxability grid can be directed to the Tax Office at taxofc@uw.edu.

Good Dawg Events Guide

It's that time of year again when we all start gearing up for holiday parties. Whether it's your department holiday get together or your own personal celebration, use the [Good Dawg Events Guide](#) to find out how to make your event as "green" as possible.

The events guide is part of our "Good Dawg" program that promotes doing a world of good on campus. By making smart business decisions, engaging with our communities, and reducing our impact on the environment, we can do a world of good just by making more sustainable choices in areas like purchasing, inclusion and transportation.

Honorarium Payments to Foreign Nationals

To avoid payment delays, make sure to send all required and completed forms to Accounts Payable when submitting a payment request. A check list of required documentation is available on the [global support web page](#).

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

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