



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.

January 19, 2017

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HEADLINE NEWS

Card Payment Services and Advances move to Procurement Services

Effective January 17, Field Advances, Revolving Funds, ACH/Wire payments, the U.S. Bank Reward cards, and Tango Cards for research subject payments will move from Banking and Accounting Operations to a newly created team in Procurement Services. This is another move in the ongoing effort to align policies and streamline processes for making payments at UW.

For more information, please contact the individuals below:

- **General Questions:** Pramilla Chand, pchand@u.washington.edu.
- **Field Advances and ACH/Wire payments:** Mallory Erickson fieldadv@uw.edu | wrrqst@uw.edu
- **Revolving Funds and Research Subject Payment Cards:** Arnold Hong revfund@uw.edu

Last call for 1099 Reporting!

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!

Contact Us

Customer Service:

pcshelp@uw.edu

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.

What's New in ARIBA

The following items will be included in the January 20th deployment of ARIBA enhancements:

- **Improved Supplier Search capability**
When searching for a purchase order or a requisition, you will be able to search using the Supplier ID in addition to the Supplier Name. The ability to search by Supplier ID is already available in other search screens and this enhancement improves the ability to quickly filter and locate a specific supplier for requisitions and purchase orders.
- **Ability to View SubSub Object Code on the Summary Tab**
You will be able to see the SubSub Object Code on the Summary Tab for requisitions, purchase orders, invoices and reimbursements. This provides the ability to see the full accounting allocation without having to select the Detail button.

Processing eTravel Expense Reports

NOTE: If your expense report is in Submitted status on or after the launch day, approvers will not be able to approve the expense report without editing to meet the requirements of the changes.

Please see the [Change Management Document](#) for further information.

Updated Guidance on Reconciling ProCard Transactions

We recently revised our reconciliation guidelines on the ProCard webpage. Below is a summary of the main points:

It is critical to develop strong internal controls, specific to department needs for reconciling ProCard transactions.

Departments must ensure that every transaction is subject to a documented, independent review by someone other than the cardholder. In addition, it is strongly recommended that documentation of the review be completed within 30 days of the monthly cycle end date.

IMPORTANT: An online PaymentNet review (i.e., checking the Cardholder & Reviewer boxes) alone does not fulfill separation of duty functions.

While printing and signing the PaymentNet monthly UW Transaction Detail with Notes & Accounting Codes report is the preferred method for performing and documenting this review, there may be other acceptable methods which include:

- Review by someone other than cardholder;
- Documentation of the review;
- Use of source documents in comparison to PaymentNet information;
- Compliance with UW documentation records retention [policy](#).

For more information, review the ProCard Reconciliation [Guide](#) on the ProCard webpage.

Supplier News

Affymetrix

Early in 2016, Thermo Fisher Scientific acquired Affymetrix. The Affymetrix product portfolio has combined with Life Technologies, a subsidiary of Thermo Fisher Scientific.

Beginning January 23, the Affymetrix catalog in ARIBA will close and future orders will be made through the Life Technologies (Thermo Fisher) catalog instead.

For more information, contact the Life Technologies sales rep:

Melissa Anderson
206-954-5695
melissa.anderson@thermofisher.com

Illumina Epicentre Products

Effective January 1, 2017, a group of Epicentre products will be available exclusively through Lucigen, a biotechnology company located in Wisconsin. Lucigen will undertake all aspects of manufacturing, sales and support for the following product lines: Array-Based Analysis, Genomic Cloning, In-Vitro Transcription, and Transposomics.

For more information, contact:

Stacy Musone
206-890-7027
smusone@illumina.com

New Eppendorf Sales Rep

Effective January, the new Eppendorf sales rep is:

Olivia Banting
206-510-3750
banting.o@eppendorf.com

New Fisher Scientific Sales Reps

Already on campus are two new reps with Fisher:

Heather Kuennen
206-380-2876
heather.kuennen@thermofisher.com

Erin Glavan
425-417-0967
erin.glavan@thermofisher.com

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