



PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

January 2019

January 28th – Foreign Supplier Registration Form process change

Beginning January 28th, suppliers will provide their supplier registration information directly to UW through a new Foreign Supplier Registration Form, including business or individual names, addresses, entity types and any required IRS forms in order to comply with IRS requirements for foreign supplier documentation and payments.

The process is completely new:

- Campus departments will still initiate the Foreign Supplier Registration Form process by providing the supplier/subrecipient name and email address to request the supplier to register
- The campus-initiated request will send an email to the supplier with a single-use registration link to access and complete the Foreign Supplier Registration Form
- Suppliers will provide their supplier registration information directly to UW through the Foreign Supplier Registration Form link, including all business or individual information and any required IRS forms, and submit the form to central office for processing
- Both the initiating campus department and central office will receive confirmation that the process has been completed when the supplier submits the form

The emailed registration link is only accessible a single time, therefore suppliers should first review the links to the guidance which will be included in the registration email to understand what information will be needed and also download, fill out and be ready to attach any required IRS forms. Once the supplier clicks the registration link, the supplier will need to complete the registration process in full, including attaching electronic copies of completed IRS forms. Like the Supplier Registration Form for U.S. suppliers, the form cannot be saved and completed later.

The TAP Customer Satisfaction Survey is coming in late January!

Which services support your work, research and learning? Whether you are a staff member, faculty or student, you use the UW's central administration services every day – from reimbursements to parking to libraries and more. Give your feedback by taking the confidential Transforming Administration Program (TAP) customer satisfaction survey and rating our services, like Contracting & Purchasing, ProCard Services, Procurement Customer Service, Travel Reimbursement, and others! Look for your survey invitation email in late January!

Ariba Open Balances

Per the December 2018 MRAM presentation, Procurement Services is collaborating with Grant and Contract Accounting (GCA) to eliminate Ariba Open Balances associated with purged budgets. Closure of these Ariba Open Balances will begin this month, and continue over the course of the next few weeks.

To review what was discussed at the December MRAM on this topic, go to the link below and review the PowerPoint presentation.

<https://finance.uw.edu/gca/mram/meetings>

For questions on this process, contact GCA Help at gcahelp@uw.edu.

Neta Scientific Level II Punchout Catalog Now Available in Ariba

We are pleased to announce Neta Scientific has published a Level II Punchout Catalog in UW Ariba! You can now search the local Ariba catalog for items sold by Neta Scientific before you punchout.

When you locate the item, you will see the item description, part number, and price. If you want to purchase the item, all you have to do is click the **Buy from Supplier** button and you will be transferred directly to the item on the UW Neta Scientific punchout site.

The site also currently features a promotion of 10% off all lab supplies on orders of \$250.00 or more. Use Promo Code: NETA10 at check out. Offer is valid until March 31st, 2019.

Established in 1999, Neta Scientific, Inc. is a key distributor of laboratory supplies, chemicals, and equipment. It provides competitive pricing, free shipping, and expertise in product and category management for leading brand suppliers such as Agilent Technologies, Corning, Chemglass, CellTreat, Ohaus, and many more. Neta Scientific is certified by the Small Business Administration as a Small Disadvantaged, Women Owned Business.

For more information, contact your local Neta Scientific representative (Nisha Sherma, nisha.sherma@netascientific.com / 415-646-6675) and learn about the latest in lab products and services.

Modernized Home Depot PunchOut Catalog Now Available in Ariba Featuring Quote-to-Cart Capability

We are pleased to announce the availability of a modernized Home Depot PunchOut Catalog in Ariba.

In addition to browsing for and ordering industrial supplies and materials, the PunchOut Catalog features include:

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- Streamlined ordering using the QUICK ORDER feature.
 - Easy access to frequently ordered items using the SHOPPING LISTS feature.
 - Access to ORDER HISTORY.
 - The ability to retrieve a CUSTOM QUOTE back to the Ariba requisition.

If you don't see what you need in the catalog, rather than creating a Non-Catalog Order, Home Depot recommends you use the “quote-to-cart” feature on the PunchOut site. Read more about it, [here](#).

Also, for convenient access while you are browsing for items, there is a link to the same quote-to-cart guide available at the PunchOut site, labeled “Quote to Cart Instructions.”

If you have any questions about the new catalog, please contact Procurement Customer Service at pcshelp@uw.edu or 206-543-4500.

ProCard Administrator Training

A new eLearning has been created for the ProCard Administrator Training and will be offered to campus via the Procurement Services website beginning January 2019! The eLearning format allows campus users to review the training at their convenience. This training explains administrator responsibilities, guidance on policy, and reconciliation. This tutorial can be found on the Procurement Services Tutorials webpage here: <https://finance.uw.edu/ps/resources/training/tutorials#CardServices>.

Washington & Oregon Higher Education Sustainability Conference

The Washington & Oregon Higher Education Sustainability Conference (WOHESC) is an opportunity for collective direction and solidarity in higher education for our region. As political, social and environmental issues become more complex, WOHESC convenes and empowers stakeholders who are driving leadership and generating solutions for a more sustainable, just and equitable future. Our aim is to both enliven the role of higher education in the future of Washington and Oregon and the role students play in a future world.

WOHESC 2019 will continue its work advancing equity, diversity and inclusion through thematic elements, speakers and attendees. We aim to examine systemic change and generate dialogue that guides and inspires action.

Conference Dates: Feb. 25-27, 2019.

Register here: <http://wohesc.org/register/>

Amazon Business Prime Membership

Procurement Services has signed up for a 1-year enterprise level Amazon Business Prime membership so that all academic and business units within the UW Academy can enjoy the benefits of the Amazon Business Prime membership, which includes free 2-day shipping on all Prime eligible items. With the implementation of the Amazon Business Prime membership, UW campus units will no longer need to, [and are strongly discouraged from signing up for individual Amazon Prime memberships since a\) the personal Prime membership is designed for personal shopping and b\) Amazon Business Prime will offer similar benefits more appropriate for business purchasing](#) at no additional costs to the campus units.

UW campus units who are already part of the UW Amazon Business master account can continue to use their Business Prime benefits as they have in the past. For a new campus unit [who has a need to purchase from Amazon Business Prime](#), they must first, be invited into the UW Amazon Business master account. Also, if a campus unit has established a separate Amazon Business account on their own, they must deactivate their individual Business Account before they can request an invitation to the UW Amazon Business master account. Please refer to the instructions in the [FAQ](#) within the Procurement Services [Amazon Business page](#) on how to deactivate your separate Amazon Business account and be invited under the UW Master Business account.

Lastly, please keep in mind [when making your buying decision](#) of the vast number of Ariba eProcurement punch-out catalogs and that currently, Amazon Business is not integrated with Ariba so, the Procard remains to be the only payment option and therefore, all Amazon Business Prime purchases are subject to the UW Procard policies and procedures.

Please contact Ray Hsu at rayhsu@uw.edu for all questions regarding the UW Academy Amazon Business Prime account, thank you!

SUPPLIERS SPOTLIGHT

New Science Contracts

Procurement is working to add more contracts for scientific products and services. Below is a list of recently added contracts with more to come.

When creating an Ariba order with Contract Suppliers, be sure to select Existing Contract as the Basis for Supplier Selection, provide the Contract Number, and Contract Source.

Additional Information on contracts, new and existing, can be found on the [UW Contracts Portal](#)

Supplier	Contract Number	Contract Source	Sales Rep	Commodity	MWBE Status
Abcam	18-0004-1	UW	sales@abcam.com	Antibodies, immunoassays, cell and tissue imaging tools	Federally certified small business
AB Sciex	18-0004-3	UW	Devin Keller devin.keller@sciex.com	Mass Spectrometry, Capillary Electrophoreses, and HPLC instruments	
Cell Signaling Technology	18-0004-11	UW	Adrian Tabula adrian.tabula@cellsignal.com	Antibodies and reagents	Federally certified small business

Genewiz	18-0004-20	UW	Kari Nelson kari.nelson@genewiz.com	Sanger DNA sequencing, gene synthesis, molecular biology, high throughput /next generation sequencing	Federally certified minority owned business, small business
Hamilton Robotics	18-0004-22	UW	James Greiser james.greiser@hamiltoncompany.com	Precision measurement devices, automated liquid handling workstations, and sample management systems.	
Kurt J Lesker	18-0004-24	UW	sales@lesker.com	Vacuum technology solutions	Federally certified woman owned small business
Leica Microsystems and Leica Biosystems	18-0004-25	UW	Tony Cooke tony.cooke@leica-microsystems.com Jason Egbert jason.egbert@leicabiosystems.com	Microsystems – microscopes and imaging Biosystems – Clinical Diagnostics, research, and instruments	

Dear PCS,

I have a Journal Voucher that starts with JVW posted to my budget, but there is no link to any documents. How can I find out what this JV charge is for?

Dear JWV,

A JV that begins with JWV is a payment made by wire and is often for an Ariba transaction that the department asked to be paid for by wire. This means it could be an invoice on a PO or BPO for a foreign supplier that the department created. It could also be a wire payment for a foreign individual for whom the department processed a Payment to Individual transaction or eTravel Expense Report.

When looking at the transaction in MyFD, the Description will provide you with the ARIBA transaction number and then the company or person name. You can then go to Ariba and key in the transaction number to see the original transaction and any attached documents. As an example the description

could look like “EIXXXXXX ELSEVIER B” and you could go to Ariba to search for the Purchase Order using the EI number.

The wire desk emails information to the contact on the Ariba transaction once the wire has been processed. Your department may benefit from having a procedure that the contact forwards this information to your budget reconciler so they have it when reconciling in MyFD.

Dear PCS,

I used my old bookmark for the Supplier Search PDR but I cannot access it. Can you help me? I use to have access to the Supplier Search PDR.

Dear Bookmarked,

On November 1st 2018, the Supplier Search PDR moved to the Business Intelligence Portal (B.I. Portal) which requires ASTRA authorization.

B.I. Portal reports require an ASTRA authorization for the EDW (Enterprise Data Warehouse) application. For most users of the Supplier Search report, the Administrator/Manager/Fiscal Tech role would be appropriate. Analysts, Payroll Coordinators and Principal Investigators may need different access. Be sure to discuss your needs with your department’s ASTRA Authorizer who can grant you the role.

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[ARIBA BUYING PORTAL](#)

[UPDATE YOUR SUBSCRIPTIONS](#) | [UNSUBSCRIBE](#) | [VIEW THIS MESSAGE ONLINE](#)

Customer Service: <mailto:pcshelp@uw.edu>

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