



# 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, 2018

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## HEADLINE NEWS

### Use Tax Correction System Changes Coming 3/1/18

Effective March 1, 2018, the University will be moving to a new use tax correction system. This change comes as the University continues to improve and modernize its systems to improve efficiency, enhance user experience, and promote compliance.

The current system:

- is not aligned with accounting, auditing, payables, or tax best practices;
- features unreliable technical architecture; and
- requires users to access two parallel systems (depending on payment method) and requires central staff to maintain a code base for two separate applications, doubling work on campus and in central units

The **new system** will:

- preserve the user's ability to add or remove use tax from a transaction, as appropriate;
- provide a single portal for reviewing and correcting transactions in both Ariba and Procard;
- provide a simple, clean user interface;
- reduce the unpredictability of the current system;

- Pineapple Hotels Online Scheduling Portal
- Ricoh Wins Best in Biz Awards 2017

### Quick Links

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[ARIBA Buying Portal](#)

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#### Customer Service:

[pcshelp@uw.edu](mailto:pcshelp@uw.edu)

- increase transparency for the University; and
- allow for direct communication with the appropriate units.

In the new system, users will have **30 days from the close of the fiscal month in which payment was made** to submit a use tax correction request.

Transactions from the current month and the previous month will always be available for correction. Transactions will post to the month in which the reversal was requested – either the month of the transaction or the month immediately after. This time frame was selected for several reasons, but in particular,

- The vast majority of use tax correction requests are submitted within this time period currently;
- This period more closely aligns with tax reporting and accounting timelines; and
- Due to the volume of transactions, this time frame allows for an optimized user experience from a technical standpoint.

As an illustration, a user who wishes to reverse use tax on a transaction which was improperly charged use tax on March 7, 2018, will have until April 30, 2018, to do so. If the reversal is submitted before March 31st, it will be accounted for in the March accounting month. If the reversal is submitted between April 1st and April 30th, it will be accounted for in the April accounting month.

The current system will be available through **Wednesday, February 28, 2018**. The new system will go live **Thursday, March 1, 2018**. When the new system goes live, it will include transactions from **February 2018** and March transactions will be added during the month of March. As a result, users are advised to:

- **Complete** all use tax correction requests for **transactions prior to February 1, 2018 before, March 1, 2018**
- **Wait** until **March 1, 2018** to submit use tax corrections for transactions **on or after, February 1, 2018**
- **Submit** all use tax reversal requests as soon as possible, but at a maximum, within **30 days after the close of the fiscal month** in which the transaction occurred. In particular, for corrections over \$100, users are encouraged to submit the correction request as quickly as possible, to ensure that there is adequate time for review prior to the close of the correction window.
- **Communicate** persistent/recurring transactions which require use tax corrections to [pcshelp@uw.edu](mailto:pcshelp@uw.edu) and [taxofc@uw.edu](mailto:taxofc@uw.edu) to ensure issues can be identified and appropriate actions taken on Procurement Services' systems.

Questions regarding sales and use tax can be directed to the Tax Office at [taxofc@uw.edu](mailto:taxofc@uw.edu). Questions regarding procurement transactions and how to

initiate a use tax correction can be directed to Procurement Customer Service [pcshelp@uw.edu](mailto:pcshelp@uw.edu).

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### **New eLearning for ProCard – Cardholder Training Coming Soon**

A new eLearning has been created for the ProCard Cardholder Training and will be offered to campus via the Procurement Services website beginning February 2018! The eLearning format allows campus users to complete the required training at their convenience.

Starting February, the in-person ProCard Cardholder Training will be offered once per month. If the attendance is low, then the classes will be offered only once a quarter.

Stay tuned for more communication about this new eLearning.

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### **Food Approval Webpage**

Have you familiarized yourself with the UW Food Approval Policy and Applicability?

University and Washington State policies allow for the purchase of meals and light refreshments for employees, students and official guests under certain criteria to include the source of funds, type of budget and purpose of the event.

The [Food Approval](#) webpage has the most accurate and up-to-date guidance on what is allowable for different types of budgets.

Please note that per diem includes all costs related to buying and serving the food; see the **Costs per Meal** section on the Food Approval webpage. For per diem rates, please see the Travel Office [Policies and Procedures](#).

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### **Dear PCS**

**Dear PCS,** My budget has a food flag. Do I still need to follow the guidance on the Food Approval Policy and Applicability Guidance Matrix?

**Dear Food Flag,** Many UW budgets are either not approved for food and/or alcohol purchases or have additional restrictions. You should use the Guidance Matrix found on the [Food Approval](#) webpage to ensure that all expenses charged to University budgets are allowable and appropriate for the funding source.

Currently, only gift budgets will continue to be flagged for food approval and the department should review Scenario 1 as well as the FAQs listed on the Food Approval web page for additional information.

**Dear PCS,** I am using a Discretionary budget for food purchases. Do I need to fill out any forms or get approval?

**Dear Discretionary Budget,** You must consult the [Food Approval](#) page for Discretionary budget expenses to ensure you obtain the appropriate approvals and forms. Purchases of food on Discretionary budgets fall under Scenario 4.

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### **2017 UW Sustainability Report**

UW Sustainability recently released its [2017 report](#). The UW Sustainability report highlights UW Sustainability programs and key achievements for sustainability across the University of Washington.

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### **Ariba Buyer Catalog News**

#### **A New Look to the Graybar PunchOut Catalog**

A modernized version of the Graybar PunchOut Catalog was released on January 5, 2018. It continues to support Favorites, Order & Invoice History, Quotes, and Quick Orders.

Navigation to the Graybar catalog in Ariba remains the same:

1. Create -> **Requisition**
2. Select  [Graybar Electric \(1\)](#) as the supplier. See items ...
3. Click **Buy from Supplier**

If you have any questions, please contact Procurement Customer Service at [pcshelp@uw.edu](mailto:pcshelp@uw.edu) or 206-543-4500.

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### **Pineapple Hotels New UW Online Scheduling Portal**

Pineapple Hotels has created a new UW online scheduling portal for the University Inn and Watertown Hotels. These links have our contracted room rates pre-loaded, which will make booking and pricing simpler and more accurate. The direct links are:

[University Inn](#)

[Watertown Hotel](#)

Please feel free to distribute these resources to any of your staff that may utilize them.

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### **Ricoh, the University's Contractor for Management Print Services (MPS) Wins "Best in Biz Awards for Most Environmentally Responsible Company in 2017"**

Information about the MPS program is available on the UW Managed Print Services Webpage at, <https://finance.uw.edu/c2/mps/home>

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