



# 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.

March 20, 2018

## In This Issue

- Use Tax Corrections are Changing May 1st
- New Foreign Supplier Registration Web Form in April
- Earth Day is April 20th
- ProCard Cardholder Classroom Training is Now Quarterly

## HEADLINE NEWS

### Use Tax Corrections – Changing May 1, 2018!

#### What is Changing?

- The new Use Tax Correction tool will be more transparent and easier to search. Timely use tax corrections will help facilitate easier and more accurate budget reconciliations and move us closer to the state filing requirement.
- As of May 1, campus departments will have **30 days** from the close of the fiscal month in which payment was made to submit a Use Tax Correction request. Only transactions from the current month and the previous month will be available for correction in this new tool.

#### Why Is This Important?

This new Use Tax Correction period will move UW one step closer to required tax reporting and accounting timelines which the current Use Tax Correction process does not support.

#### What Action Is Needed Now?

- Review use tax charges for January, February and March 2018 and make corrections as soon as possible.
- As soon as April transactions begin to post on your budget, review use tax charges and make corrections.

- Goodbiz, the Good Business Blog

### Quick Links

[Procurement Services Website](#)

[ARIBA Buying Portal](#)

[Newsletter Archive](#)

### Contact Us

#### Customer Service:

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

*Reminder: As of May, only April and May 2018 transactions will be available to correct.*

#### What Action is Needed Going Forward?

- **Anticipate large purchases** – Steward large purchases through from request to payment to verify proper tax was applied
- **Correct use tax frequently** – Transactions should be reviewed frequently in order for corrections to be posted within 30 days of month close. We recommend weekly.
- **Review use tax separately** – Full monthly budget reconciliation is not required to correct use tax, and can be completed separately from use tax corrections. The Use Tax Correction process only relates to the amount of use tax charged, or not charged, on a transaction.

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

#### **New & Improved Foreign Supplier Registration Web Form Coming in April!**

The Foreign Supplier web form has been revised to provide a more efficient and effective way to register foreign entities for payment by determining when certain forms are required and enhancing compliance through the collection of required taxpayer information.

Some new features are:

- Reduces the administrative burden to campus for payments of non-U.S. source income (commonly services performed outside the United States and most sales of goods)
- Includes automated logic that determines when foreign vendors will be required to provide series W-8 or 8233 Forms
- Enhances compliance through the collection of required taxpayer information

The new web form will be available to campus via the Procurement Services website in April.

#### **Earth Day – April 20, 2018**

The central UW Earth Day celebration, organized by the [UW Sustainability Action Network](#) in collaboration with UW Sustainability, will take place **April 20 on Red Square**. The theme for this year's Earth Day is "Planting the seeds for a sustainable future."

The UW Earth Day celebrations bring students, faculty, staff and community members together to celebrate the environmental stewardship and sustainability efforts across our UW campuses. Groups can share information about their mission, educate others about their area of environmental focus, and encourage others to get involved.

During the event, exhibitors - including student groups, academic units and community partners - will be on Red Square along with music, speakers, and much more.

For all the details, visit the [website](#).

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### **ProCard Cardholder Classroom Training Now Offered Quarterly**

Good news! There has been an increased interest for the ProCard Cardholder online training, and as a result, we are dropping the in-person classroom training to once per quarter.

Visit the Procurement Services [website](#) to take the online ProCard Cardholder eLearning, or to register for the Quarterly in-person classroom training.

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### **Goodbiz, the UW Good Business Blog**

Are you looking for ideas to save your department time and money? Want some ideas on how to re-energize your team to work together more effectively and efficiently? [Goodbiz](#) is a grassroots, UW-wide blog by, for, and about many campus partners that work together to identify and share practices that help UW do good business through strategic management and collaborative stewardship of the University's financial and physical resources. From closing out budgets properly, buying from local & diverse vendors, and preparing for emergencies to identifying process efficiencies, finding good icebreakers & team building options, and making the most of alternative transportation, Goodbiz will help you do a world of good right here at UW! Make sure to check out the growing list of good business practices (aka "[Husky Habits](#)") and don't miss the [Go Dawgs! Wednesday](#) posts that highlight individuals and teams that have helped improve UW in some way.

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