



# PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

April 2018

## UW Earth Day – Friday, April 20

The central UW Earth Day celebration, organized by the [UW Sustainability Action Network \(SAN\)](#) in collaboration with UW Sustainability, will take place April 20, 11 a.m. - 5 p.m. on Red Square. The theme for this year's Earth Day is "Planting the seeds for a sustainable future." Primary funding for the event is provided by the [Campus Sustainability Fund \(CSF\)](#).

This year's Earth Day event will feature opportunities to connect with student groups working for sustainability, along with UW departments and other groups. A full slate of speakers, performers and more will be featured on the event stage throughout the day. Highlights include keynote speaker [Nikkita Oliver](#) and local musician [Paris Alexa](#). Full details will be posted on the [UW SAN event page](#).



## UW Small Business Fair – May 1

Connect with local businesses at the [UW Small Business Fair](#) on Tuesday, May 1 from 11 a.m. – 1 p.m. at the UW Intellectual House. The Business Diversity Program has invited dozens of small and diverse suppliers that do business with the UW to participate in this goods and services trade show. Find suppliers for everything from office supplies, promotional items, furniture, consulting services, and more!

Please [RSVP](#) to attend this FREE event, and stop by and visit these suppliers to see what they have to offer you!

## **Upcoming Fiscal Year Close for 2017 Activities: Major Sourcing Events**

In order to ensure expenditures for any major purchases that do not have any existing contracts in place are charged to the expiring fiscal year, they need to be fully approved by the department and submitted to Central Office by May 15th. Please contact [Steve Ebling](#), if you have any questions.

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

### **What is Changing?**

As of **May 1, 2018**, 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.

### **What are the Benefits?**

- Campus users can now search by Budget Number, DSI Number, or Invoice/ProCard Transaction, in addition to the current Org Code selections
- The request form is simplified, with corrected tax amounts pre-filled for easy submission
- Attaching required supporting documents for ProCard corrections takes fewer steps
- The new tool will move UW closer to required state tax filing requirement and accounting timelines

### **What Action Is Needed Now?**

- Review use tax charges for February, March and April 2018 and make corrections as soon as possible.

**Reminder: As of May 1st, 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.
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- 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).

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### **New Foreign Supplier Registration Webform Available April 23!**

The Foreign Supplier Registration webform has been revised to be more effective and compliant for registering foreign suppliers in the University systems for payment.

The new webform will:

- Determine when specific series W-8 or 8233 Forms are required
- Allow campus to attach larger files than previously and provide secure access to these forms for central offices
- Collect required taxpayer information to increase UW tax compliance

The new form will be linked from the [Foreign Supplier Purchasing webpage](#) on April 23, along with some of the most common purchase/payment types, and links to helpful information regarding foreign payee tax forms and other information for doing business with foreign entities.

UW departments will still submit the webform request at this time. The required IRS forms and data collected are different depending on a) the entity type, b) the type of services or goods being paid, and c) where the business is taking place, which is typically known by departments at the time of the request.

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### **Praxair Contract Updates**

Important updates to the current Praxair contract:

1. A new contract with updated pricing went into effect on April 11, 2018. Praxair has given some price concessions on the new contract but check your current PO to assure that adequate funds are in place.
  2. Please be advised that same-day, emergency, holiday, and weekend deliveries will now incur a surcharge. Praxair will advise you of this at the time of ordering if applicable.
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3. NEW: A tutorial for setting up Praxair BPOs is now available on our website at: <http://finance.uw.edu/ps/resources/training/tutorials>

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### **Rainin Tip Numbers Changed on March 19**

Rainin LTS tip part numbers changed on March 19. Follow these links under the April 19 newsletter issue to view LTS tip old and new part numbers.

[LTS Tip Conversion Tool 2018](#)

[Rainin Part Number Conversion List](#)

Questions? Contact Kurt Olivo at [kurt.olivo@rainin.com](mailto:kurt.olivo@rainin.com) while Stella Sorenson is out of the office.

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### **AV Contracts Available**

New contracts for Audio Visual (AV) materials and services are available. For details look in the [UW Contract Portal](#).

A reminder on using UW Contracts found in the portal: because these contracts are the result of a competitive solicitation, there is no need for any bids or sole source justification if the purchase is over the direct buy limit (10K). Reference the contract number on your contract request (CR) in Ariba.

1. React – CW2231954
2. Avidex – CW2231952
3. One Diversified(formerly CompView) – CW2232804
4. Troxell – CW2232258 - also catalog available in Ariba
5. Proton360 – CW2232001 – also catalog available in Ariba

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### **What is a Stipend?**

The term "stipend" can cause confusion. A stipend is a non-wage payment that is made to an individual to support a training/learning experience and typically to offset living expenses. The decision to pay a stipend is dependent upon the funding source, an individual's relationship with the University and the activities performed. Policies and procedures also differ depending on the type of individual receiving the stipend.

All stipend requests must include documentation describing the proposed stipend payment, the training program for which the stipend is paid, and to sufficiently establish that the stipend payment is a non-compensatory payment to defray living expenses during the period of a UW program.

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- Non-Student & Non-UW Employee Recipients: Procurement Services processes stipend payments for **only** non-student and non-UW employee recipients, and the process differs depending on whether the recipient is a U.S. citizen, resident alien or non-resident alien. The stipend is paid through Ariba as a [Payment to Individual \(P2I\)](#) with the "Type of Payment" selected as "Stipend."
  - UW Student Recipients: Stipend payments to current students are processed through [Student Fiscal Services](#) and are reported at year end on a 1098-T.

### **What is not a Stipend?**

**Wages to Employees** – Stipends are not used to pay UW employees. Employees are paid for wages, a job duty fulfilled and additional or unrelated job process payments in their paycheck. Even one-time or lump sum employee payments are processed through payroll via "[Request One Time Payment](#)."

**Services** – Payments for consulting, planning, analysis, data gathering and other personal services are not stipends. Limited or one-time service payments for individuals may use P2I under Services; all business entities must register as UW suppliers.

**Non-UW Scholarships** - Payment for short-term training or conferences are not stipends. Payment for these short-term learning programs are categorized as Non-UW Scholarships in P2I, not as Stipends.

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### **Newly Featured Enhancement: OMWBE Certified Diverse Suppliers Category**

To better assist users in identifying diverse businesses certified by the State of Washington Office of Minority and Women's Business Enterprises (OMWBE) with catalogs in Ariba, Procurement Services has created a dedicated category for OMWBE Certified Diverse Suppliers, located at the top of the Ariba catalog search page.

In addition, the enhancement provides visibility of the OMWBE suppliers:

- At the top of the **Catalog Search** content area of the **Procurement Dashboard**.
- By entering "OMWBE" into the **Catalog Search** field and clicking "**Search**."

For more information, visit:

- Procurement Services Supplier Diversity:  
<http://finance.uw.edu/ps/supplier-diversity>
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- The Washington State Office of Minority and Women's Business Enterprises: <https://omwbe.wa.gov/>.
- The University of Washington Business Diversity Program: <https://bdp.uw.edu/>.

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### **Neta Scientific Transition from Hosted to PunchOut Catalog is Complete**

We are pleased to announce Neta Scientific's successful transition to a PunchOut Catalog.

The new PunchOut features include:

- Easy access to user guides through a "Need Help?" button.
- Easy access to frequently ordered items using the ADD TO FAVORITES button.
- Streamlined ordering using the QUICK ORDER feature.
- The ability to request a quote.

The new site 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 valid until June 30, 2018.

Neta Scientific is a life science and chromatography distribution company and has been a leading supplier of laboratory consumables and services since 1999. It provides competitive pricing and expertise in product and category management for major brand suppliers such as Agilent Technologies, GE Healthcare LS, Millipore, Research Products International (RPI), and Spectrum Chemical. Neta Scientific is certified by the Small Business Administration as a Small Disadvantaged, Women Owned Business.

Campus users can meet the local Neta Scientific representative (Nisha Sherma, [nisha.sherma@netascientific.com](mailto:nisha.sherma@netascientific.com)/415-646-6675) and learn about the latest in lab products and services at the upcoming Small Business Fair on May 1 at the UW Intellectual House.

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#### **Dear PCS**

**Q:** Dear PCS,

I want to pay an individual whom I want to assist with teaching at the University. Can I pay them through P2I?

**A:** Dear Teaching Experience,

**No, you cannot.** Teaching is the core function of the University and any teaching appointments or services require the individual to be hired as an employee.

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**Q:** Dear PCS,

Is there guidance on what services can be paid to an individual?

**A:** Dear Seeking Payment,

P2I can be used to make limited payments (no more than one or two payments per twelve months) for services such as consulting, design, analyzing, editing/reviewing, and strategic planning in circumstances where the individual is not required to be hired as an employee. Suppliers with ongoing business, even individuals, should register with the University. Please note that payment of personal services is subject to the direct buy limit. If you have any questions on whether the individual should be considered an employee or an independent contractor, please review Form 1632, and if you have additional questions, contact our office at [pcshelp@uw.edu](mailto:pcshelp@uw.edu).

**Q:** Dear PCS,

Why is payment approval taking so long for the P2I submitted for a Nonresident Alien?

**A:** Dear Stalled Payment,

The most common reasons for delay on a P2I are:

- The secure DocuSign documents portal did not contain all the required documents needed for the particular foreign payment type.
- If your foreign P2I requires an 8233 form, AP is required to wait 10 days per IRS requirements before providing final approval for the foreign P2I payment.

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

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