



# PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

August 2018

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## What's new in Ariba?

Changes to the UW foreign national payment process are required in order to comply with tax and reporting requirements. To support this effort, enhancements were made for Ariba P2I for Foreign National payments:

- The process to determine which forms/documentations are required has been streamlined.
- Questions have been revised to ensure that they are relevant to the type of payment.
- Canadian visitors must now provide a copy of a valid visa and proof of U.S. entry to facilitate payment and comply for year-end tax reporting. The IRS has recently made these forms mandatory.

## Interested in learning more?

- **Plan** your activity with the resources found on the [Global Operations Support website](#)
- **Learn** about [Payments to Foreign Nationals](#)
- **Review** the [Best Practices for Ariba P2I](#)

**Reminder:** If you started a P2I prior to August 10 and it is still in Composing or Submitted status:

- Preparers should select the Edit button and answer any new questions that have been added with these enhancements, and then click Submit for approval.
  - Approvers will not be able to approve. Approvers should select the Deny button to return the P2I to the Preparer to Edit.
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For any questions, please call Procurement Customer Service at 206-543-4500.

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**Coming soon – Ariba BPOs will be easier to close!**

In the next few weeks, a new Ariba enhancement will make it easier to remove open balances for Ariba BPOs. Stay tuned for more details!

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**Dear PCS,**

What is required on a supplier's invoice?

**Dear Invoicing,**

Please see our Invoicing page to see the invoice requirements:

<https://finance.uw.edu/ps/how-pay/invoicing>

**Dear PCS,**

I have a quote from the supplier - can I use that to submit a Non-PO Invoice?

**Dear Quote,**

Quotes or pro forma invoices are not allowable documents as the purchased goods or services have not yet been received. You can only submit a Non-PO Invoice once you have received the items or services purchased. Please review our [Non-PO Invoice](#) webpage for more information and requirements.

- You must have the supplier's final, accurate invoice to submit a Non-PO Invoice for payment.
- Each invoice from the supplier must be submitted as a separate Non-PO Invoice transaction.
- Be sure the remittance address on the invoice matches the Remit-To Address selected in Ariba, ensuring the correct supplier is being chosen.

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**UW Business Diversity Program (BDP)**

Did you know that the [UW Business Diversity Program](#) (BDP) launched in 2008, reached its 10<sup>th</sup> Anniversary this year? In this past decade, BDP has had great opportunities to collaborate with its champions within campus departments, one being [UW Procurement Services](#) (PS). Through collaborations with PS, we have accomplished multiple projects and signature events for the campus, such as the UW Annual Supplier Fair & UW Annual Catering Event. Today, we are grateful for all the advocacy and support from our campus partners as we continue marching forward together to achieve the UW's diversity & inclusion goals.

Should you and your department like to learn more about BDP or share your business diversity experience, please [contact us](#).

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**WOHESC 2019 Conference is coming to the University of Washington**

The Washington & Oregon Higher Education Sustainability Conference (WOHESC) is a platform for empowering and inspiring change-making, facilitating action, and sharing, networking, and collaborating among the region's higher education institutions. Through facilitated conversation, workshops, presentations and networking opportunities, participants will play a role in advancing environmental performance at Washington and Oregon State institutions of higher education, supporting regional policy goals and initiatives, and drive the development of a generation of professionals for whom sustainability is a core tenant of their work and life philosophy.

Find out more and register to join us on February 25 - 27, 2019, at the UW at, [wohesc.org](http://wohesc.org).

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