EU GDPR compliance changes live in Ariba today!

In order to comply with the European Union General Data Regulation (EU GDPR), changes are being made to payments issued to individuals through Ariba using **eReimbursement, eTravel Expense Reports,** and **Payment to Individual (P2I).**

What action you need to take

- eReimbursement (XR), Travel Expense Report (ER) or P2I (XP) requests still in Composing or Submitted status will need to be edited and resubmitted now that changes have been released today, November 16, 2018.
- If your XR, ER or XP is in Composing or Submitted status:
    - Preparers must select the Edit button and confirm the new EU GDPR statement, then Submit
    - Approvers will not be able to approve; approvers can select the Deny button to return the XR, ER, or XP to the Preparer to Edit and re-submit

What is changing

- Preparers of eReimbursements and Travel Expense Reports *who are also the payee* will now confirm they had the opportunity to review the EU GDPR notification available at: http://www.washington.edu/online/privacy
    - P2I will not have this confirmation as the preparer is never the payee
- Preparers of eReimbursements, Travel Expense Reports and Payment to Individuals who are submitting the payment *on behalf of someone else* will confirm that all data has been collected in compliance with EU GDPR, including providing any required notifications.
    - Guidance on creating a notification is available at: https://privacy.uw.edu/design/provide-privacy-notice/#examplenotice

The European Union General Data Protection Regulation (EU GDPR) broadly applies to data about people who reside in the European Union, including EU citizens, permanent residents, and those who are present in the EU. The EU GDPR limits when and how personal data can be collected, stored,

processed and used. It also provides individuals with certain rights related to their personal data, including notice or consent, rights of access, and in some cases, requests for deletion.

For more information about EU GDPR, please see: https://privacy.uw.edu/uw-standard-for-european-union-general-data-regulation-eu-gdpr/

For questions about submitting your XR, ER, or XP, please call Procurement Customer Service at 206-543-4500.

New account code available – 03-65

Account Code 03-65 (Outside Services - M&E Tax Exempt) will be available in Ariba beginning November 16th for Purchase Orders (EI) and Blanket Purchase Orders (BPO). The account code is used for service contracts that are related to equipment that qualifies for the M&E tax exemption, which is research equipment used at least 50% of its useful (depreciable) life for qualifying research and development projects based on the state M&E Tax Exemption policy. The new account code will include services such as repairs, maintenance, calibration and installation which were previously coded to object code 05-41.

UW Contracts Search – Try it today!

Visit the UW Contracts Search link on our **Procurement Services home page** in the **Plan & Buy** section!

- Search for active contracts by supplier name, supplier number, contract number and/or contract title

- Use the Supplier Diversity search option for diversity classifications like OMWBE and Federal SBA

- Use the keyword search to find contract categories like "catering" or "hotels," or alternative business names that may not appear in a supplier name search

Please note: Any direct links or bookmarks to the previous UW Contracts portal have been retired.

Introducing the new and improved Ariba Close Contract button!

The enhanced Close Contract button includes new functionality that allows campus departments to close Blanket Purchase Orders (BPOs) quickly and easily. The Close Contract button will:

- Remove the Open Balance from your budget

- Not require re-approval of a new version of the Contract Request

- Prevent suppliers from submitting additional invoices

To use the Close Contract button:

- All invoices must have a status of Reconciled or Rejected

- The BPO must not already be closed due to exceeding the Maximum Limit or being past the Final Invoice Date

- The BPO must not be a Subaward with an Advance

The same people that can close a BPO by submitting a change to remove funds will be able to use this new Close Contract button feature, including the BPO Preparer, Contact or those who have Edit Access on the BPO. When a BPO is closed by clicking Close Contract button, a Comment box automatically pops up to add the required comment. Once completed, the BPO will show a status of Inactive, and the History tab will show "closed by user."

Read more about the Close Contract button option on our [Changing or Closing Blanket Purchase Orders webpage](#)!

Coming in December – More payment information in Ariba!

Currently, campus departments can view the payment status for most BPO, PO and Non-PO invoices right in Ariba. The new Payment Loop feature will allow campus departments to also view payment information in Ariba for **Payment to Individual (XP), eReimbursement (XR), and eTravel Expense Report (ER)** transactions! This new enhancement will bring additional transparency to reconciled payment information for campus to see payment dates and document numbers, like check and direct deposit numbers, without the need to leave Ariba to find the information elsewhere.

Haven't tried the Ariba Payment Loop for BPO, PO or Non-PO invoice yet? Learn how to find invoice status and payment information that is currently available on our [website](#).

Note: In our October newsletter we reported an expected release of the feature in late November, but the feature will now be included in our regular Ariba change release in December.

Coming in early 2019 – Changes to the Foreign Supplier Registration Form process

In order to comply with IRS requirements for foreign supplier documentation and payments, changes must be made to **Foreign Supplier Registration Form** process. An enhanced registration webform is currently being developed and we are actively testing new features. More information will be available in our December newsletter.

Purchasing Exception Items

Exception Items are those items that need additional documentation or approvals prior to an order being placed. Some Exception Items have guidance regarding design standards, safety and best practices that campus should be aware of before making a purchase.

Most Exception Items should be purchased via Ariba - Procard is not allowed for the purchase of Exception Items.

Samples of Exception Items include:

- Live animals*, custom animal work, non-preserved animal organs and tissue
- Radioactive chemicals, materials or equipment
- Human blood, blood Serum or platelets

- Biological safety cabinets or fume hoods

For the full list of Exception Items visit:

https://finance.uw.edu/ps/how-to-buy/exception-items

For training on how to create an Ariba order for Exception Items visit:

https://finance.uw.edu/ps/resources/training/tutorials#Exception

For a list of Allowable and Unallowable Procard expenditures visit:

https://finance.uw.edu/ps/how-to-buy/procurement-card

*Live animal purchases are placed with the Department of Comparative Medicine - do not use Ariba or Procard for these purchases. https://depts.washington.edu/compmed/animal/index.html

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Need training in Ariba?

Ariba is the University's electronic procurement system used to manage all ordering, purchasing, receiving, invoicing, sourcing, payments and reporting. If you are new to the system and need training in activities like placing catalog orders or blanket purchase orders, or if you need to pay an individual and don't know how, check out our learning catalog. We have a variety of tutorials and guides available to help all UW employees learn the modules in Ariba.

https://finance.uw.edu/ps/resources/training/tutorials

Dear PCS,

What is the status of my supplier?

Dear Supplier Status,

Please use the Supplier Search report located in the Business Intelligence Portal (B.I. Portal) to find supplier status, including addresses that are available to order from and make payments to in Ariba. You can still find the link to this report on our Reporting Tools area on our website, along with the Supplier Search User Guide. *Please Note:* B.I. Portal reports require an ASTRA authorization for the Enterprise Data Warehouse application. Be sure to check with your unit's ASTRA authorizer to get access to this important reporting tool.

You may also want to review the UW Supplier Registration webpage which includes the supplier onboarding process and timelines. As always, reach out to Procurement Customer Service at 206-543-4500 or pcshelp@uw.edu if you need assistance.

Dear PCS,

I submitted a Payment to Individual (P2I) for a Foreign National and it was denied. I thought I had attached all of the required documents. What happened?

Dear Feeling Rejected,

Departments must submit all required documents in the secure DocuSign portal for P2I payments to foreign nationals (also called Nonresident Aliens). P2I transactions with documents attached in the P2I "Attachments" section must be denied back to the Preparer so the documents are able to be removed because they generally contain sensitive information. Additionally, all required documents must be submitted in a complete document set in the P2I DocuSign portal for approval; partial document sets cannot be retrieved and collated from the DocuSign portal by central office to create one complete document set.

Business Diversity Program

On October 10, the University was recognized for 27-years of longstanding involvement with the [Northwest Mountain Minority Supplier Development Council](#) (MSDC). "We couldn't be more proud to partner with the Northwest Mountain MSDC to facilitate the growth and development of minority-owned businesses," said Barbara Wingerson, Associate Vice President for UW Finance & Administration. Read the complete article [here](#).

Please take the Sustainable Choices Survey

UW Sustainability partnered with students and faculty on campus to create a semi-annual Sustainable Choices Survey. The [survey](#) is offered at the beginning and end of each academic year to get a sense of the current state of sustainability knowledge, opinions, and choices. Your feedback is needed! The survey has 15 questions and should take about five minutes to complete.

Expeditors new representative

Our Expeditors contract (CW2234713) has a new representative.   Jennifer Scott is leaving after supporting the UW for 25 years.

Our new contact is:

Alex Robertson
206-407-2927
alex.robertson@expeditors.com

For more information about customs clearance/freight forwarding services, visit:

https://finance.uw.edu/ps/how-to-pay/supplier-invoice/customs-clearance

Register for The Washington & Oregon Higher Education Sustainability Conference, Feb. 25-27, 2019

The Washington & Oregon Higher Education Sustainability Conference (WOHESC) is a platform for empowering and inspiring change, facilitating action, and for sharing, networking, and collaboration related to sustainability, diversity and inclusion within the region's higher education institutions. Through facilitated conversations, workshops, presentations and networking, participants will play a role in advancing environmental performance at Washington and Oregon State institutions of higher

education, support 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 February 25 - 27, 2019 at the University of Washington.

PROCUREMENT SERVICES   **ARIBA BUYING PORTAL**