



PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

December 2018

Coming in January – 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 with our campus departments.

In January, suppliers will provide their supplier registration information directly to UW through the Foreign Supplier Registration Form, including business or individual names, addresses, entity types and any required IRS forms. The webform currently in use is only accessible by those with a UW Net ID, and therefore departments fill out the form on the supplier's behalf.

What is changing

- Campus departments will initiate the Foreign Supplier Registration Form process by providing the supplier/subrecipient name and email address along with their own department contact information to request the supplier to register.
- This campus-initiated request will send an email to the supplier which includes a single-use registration link to access and complete the Foreign Supplier Registration Form.
- Suppliers will provide their supplier registration information directly to UW through the Foreign Supplier Registration Form, including business/individual names, addresses, entity types and necessary IRS forms.

The emailed registration link is only accessible a single time; once the supplier clicks the link, the supplier will need to complete the registration process in full at that time, including attaching electronic copies of completed IRS forms.

What action you need to take

Watch for more information to be released in the coming weeks, including updated website information and Foreign Supplier Registration Form instructions that campus departments can share with new foreign suppliers and subrecipients.

Have you noticed the new Ariba payment loop feature?

Procurement Services announced on Friday, December 14th that campus can now view payment information for Payment to Individual (XP), eReimbursement (XR), and eTravel Expense Report (ER) transactions!

This enhancement for XP, XR and ER payments, like the functionality that was already available for BPO, PO and Non-PO invoice payments, gives campus departments the most payment information ever available in Ariba. Payment information, such as payment dates and paper check or electronic check (direct deposit) numbers will show in a new Payment Details section on the Summary page of the XP, XR or ER once the transaction has been fully approved and payment has been processed.

Please note that wire payment details are not included with this feature.

Learn more about the payment loop feature on our [website](#).

New PunchOut Catalog for audio visual equipment with One Diversified LLC is now available

We are pleased to announce the availability of a One Diversified LLC PunchOut Catalog.

In addition to browsing for and ordering audio visual products, the new PunchOut features include:

- Streamlined ordering using the QUICK ORDER feature.
- Easy access to frequently ordered items using the SAVED LIST feature.
- Access to ORDER HISTORY.
- The ability to retrieve a CUSTOM QUOTE back to the Ariba requisition.

One Diversified LLC is a technology solutions provider specializing in audio visual, digital media, collaboration, broadcast, and electronic security equipment. Areas of expertise include audio video systems, broadcast and media production, digital signage and IPTV systems, electronic security, information technology, medical integration, sports & live event audio video systems and structured cabling.

For more information, enter “One Diversified” in the Ariba **Catalog Search** field and then click **Buy from Supplier** to access the punchout site.

If you don't see what you need in the catalog, contact Nicole Marquardt at 877.297.2073 to have a custom quote created which you can retrieve through the CUSTOM QUOTE link.

For design and installation of technology systems, contact Laurie Simon at (206) 694-1308.

Coming Soon: Neta Scientific Level 2 Punchout Catalog

In the Q1 of 2019, a Level 2 Punchout Catalog for Neta Scientific will be available in Ariba. What this means is that you will be able to search the local UW Ariba catalog for items sold by Neta Scientific before you punchout.

When you locate the item, you will see the item description, part number, and price. If you want to purchase the item, all you have to do is click the **Buy from Supplier** button and you will be transferred directly to the item on the UW Neta Scientific punchout site.

Stay tuned for an announcement of the availability in the Ariba Application News portal in the January 2019 Campus Newsletter.

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 will take about five minutes to complete.

DELL Inside Account Manager Change: Welcome Mitchell McDaniel

Mitchell, who has been with Dell for over 3 years, is replacing Dee Dee Ramirez who has taken a new position at Dell. Bill Koehler remains the University's local account executive.

Mitchell McDaniel

Inside Account Manager

Mitchell_McDaniel@Dell.com

1-512-513- 9370 - Office

Bill Koehler

Account Executive

Bill_Koehler@dell.com

(425) 985-9585 – Mobile

General Microsystems Inc. (GMI)

A State of Washington certified Minority and Woman Owned business has been providing technology products and services to the UW since 1983. We are a full-service provider of IT infrastructure, security solutions, management tools and professional services. From technology procurement to security assessments to staff augmentation, we can help with projects big and small. Our offerings include HP, Avaya, Palo Alto Networks, Varonis, Kingston, Oracle, Dell EMC and hundreds of other technology products.

When placing orders, whether in Ariba or other University approved methods, please reference UW Contract: UW-18-0522.

Contact Eric Kangas to discuss your technology needs: ekangas@gmi.com or sales@gmi.com

Dear PCS,

Can I make BPO account code changes between taxable and non-taxable account codes?

Dear Account Code Changer,

Yes, you can make BPO account code changes between taxable and non-taxable account codes. However, these account code changes cannot be made when any invoices are still in a Reconciling status. For more information on changing or closing a BPO, please visit <https://finance.uw.edu/ps/change-close-BPO> and see the step-by-step instructions for Changing Account / Task / Option / Project Codes.

Dear PCS,

I sent you an email last week and I have not received a response yet. Should I send a follow-up email or call instead?

Dear Waiting for a Reply,

We receive a high number of emails on a daily basis – usually 200 per day. Currently we are short-staffed and therefore our response time is delayed, but we will answer all incoming emails as soon as possible. If your situation is time-sensitive, please call the PCS Help team at 206-543-4500. We thank you for your patience!

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 conversation, 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 Monday, February 25 - Wednesday, February 27, 2019 at University of Washington at wohesc.org.

Here is the registration link: <http://wohesc.org/register/>

Early Bird Registration rates apply until 1/25/2019.

SAVE the DATE: Join us for Earth Day on Monday, April 22, 2019

This year's Earth Day event will feature opportunities to connect with students groups working for sustainability, along with UW departments and other groups. Keep checking the UW Sustainability website at, <https://green.uw.edu/> for more event details to come.

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[ARIBA BUYING PORTAL](#)

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Customer Service: <mailto:pcshelp@uw.edu>

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