



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.

December 21, 2017

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HEADLINE NEWS

Report Miscellaneous Cash and Gift Card Payments to Accts. Payable by 12/31/17

The University of Washington is required to report payments of over \$600 made during a calendar year to a particular individual or business, to the IRS.

While most of the required data for reporting is captured centrally, payments to research subjects are typically held at the department level. If your department has made payments to research subjects using one of the methods below, and have paid any particular individual \$600 or more in 2017, please contact ten99@uw.edu, ASAP, to ensure proper reporting.

1. Revolving Fund
2. Field Advance
3. Gift Cards/Gift Certificates

If you believe you may have made a reportable payment, but did not receive a notification requesting payment reporting information, please contact ten99@uw.edu.

Kyle Richard, JD
Tax Director

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Quick Links

[Procurement Services Website](#)

[ARIBA Buying Portal](#)

[Newsletter Archive](#)

Contact Us

Customer Service:

pcshelp@uw.edu

Use Tax Reversal Changes Coming Soon

In early 2018, there will be changes to the use tax reversal process, that will improve efficiency and save time for campus and central staff.

The new process will be, closely aligned with the University's requirements regarding timely budget reconciliation. It will generally limit reversals to those requested within 40 calendar days of the final day of the month in which the transaction was processed.

To help reduce the number of use tax reversals, we are soliciting feedback regarding purchases where campus users feel there is not currently an appropriate object code.

Please email all feedback to, taxofc@uw.edu with subject line, '**Use Tax Reversal feedback.**'

eTravel Software

On December 15th, enhancements were made to ARIBA's eTravel module. Please see additional details in the following change management documentation. Click the eTravel change management documentation [link](#)

Any questions and concerns may, be directed to the Travel Office at TravelUW@uw.edu.

Jan. 10, 2018 – Green Certification Workshop, 12:00-12:30PM, Gerberding Hall-G26

Join UW Sustainability for our Green Certification Workshop Wednesday, January 10, 12:00-12:30pm, in Gerberding G26. Learn more about our [Green Laboratory](#) and [Green Office](#) certification programs. We will have a brief presentation, answer questions about the certification application, walk through available resources to help make your workplace more sustainable, and provide support for filling out the application.

See our [Green Certifications page](#) for more information about our Green Certification programs and applications. Be sure to bring your questions.

ARIBA BUYER CATALOG NEWS

Neta Scientific is Transitioning to a PunchOut Catalog

Neta Scientific, a laboratory supplies and solutions company, currently provides an Ariba Buyer Hosted Catalog of over 91,000 items. We are pleased to announce they will transition to a PunchOut Catalog in early, 2018.

Neta is a minority woman owned business certified by the Small Business Administration (SBA).

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

Stay tuned for more information and guidance, as we get closer to the release of the new catalog.

Hotel Deca is Closed until Summer 2018

Hotel Deca is now, closed for renovations until Summer of 2018. If you need assistance finding alternative accommodations or conference facilities, please visit our UW Contracts link at https://themis.pur.washington.edu/prd/con_index.php to find UW-contracted hotels, or contact us at, 206-543-4500.

2017 Review – Dear PCS Help

As 2017, nears its end, we would like to share with you some of our highlights from the year as well as some insight into the volume that our PCS team handles. To date, PCS has sent out 34,500 emails and received 18,000 phone calls during, 2017.

Two major enhancements that we use to help answer those emails and phone questions are:

- In January, all Ariba users became able to search for a supplier via their supplier ID number within a Purchase Order or Requisition.
- As of March, enhancements to the Supplier Search report provide additional visibility into a supplier’s registration status and availability.

Chad, Debra, Norma, Rachel, Sharon, Tina-Tien and Tina wish you all a happy holiday season and look forward to serving you in, 2018.

Best of Dear PCS

Note: If you want to review all the Dear PCS Questions and Answers from 2017, please see our archived newsletters at:

<http://finance.uw.edu/ps/resources/news-and-outreach>

Dear PCS Help, My Supervisor is about to leave on vacation and she is the only Approver in ASTRA for my budget. What can I do to help ensure that we do not get stuck in a bind?

Dear Needing to Approve, It is, best to have at least two people in all of your ASTRA roles. Having two people, will ensure that none of your orders get

stuck in the event that one of them is out of town. If that is not possible, be sure your supervisor delegates their authority in ARIBA while they are gone to someone who is able to approve transactions in their absence. See our [ARIBA Roles and Authorization](#) web page for more information on Ariba Roles and how to set up ARIBA authorizations in ASTRA.

Dear PCS Help, With the recent changes to the Contract Review process, I am looking for an online resource I can share with my staff. Where can I find that information?

Dear Look Here, Please see our, How to Buy and [Buying from a Contract](#), webpages. Specifically take a look at the directions for [How to Submit a Contract](#) which outlines the Ariba module to use for your purchase. Watch the recorded training Webcast or review the PowerPoint presentation slides on our [Ariba Training](#) webpage under Webcast Recording 6/5/17.

Dear PCS Help, I have a quote from a supplier for a maintenance service contract. How do I go about processing this as a Non-Catalog Purchase Order?

Dear Needs Maintenance, Our recommendation is that this order is best, placed on a Blanket Purchase Order (BPO). BPOs cover services over a period, of time and can be set up for multiple years. It is also flexible as it allows for changes in case the price increases or decreases in subsequent years. Please see our [How to Buy](#) page.

University Contract Supplier is Honored

Workpointe, a local family-owned furniture dealer and University contract supplier received the, 2017 Seattle Business Magazine Family Business Award. The Family Business awards honors family-owned businesses in Washington that set the standard for excellence. Read more about their award at: <http://mailchi.mp/4499eb5229f5/workpointe-named-family-business-of-the-year-silver-671497?e=df484869a8>. To learn about the products and services they offer, log into their catalog in Ariba: **Diversification Inc., dba, Workpointe**, or contact Matt Arnold Matt@wkpointe.com

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