



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.

April 20, 2017

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HEADLINE NEWS

Reminder: 2015/2017 Biennium Close is June 30, 2017

The 2015/2017 Biennium Close [website](#) is available with the activities and cut-off dates to ensure that your expenditures and revenue have been recorded to the appropriate budgets for the closing biennium year. The 2015/2017 biennium will close on June 30, 2017.

Things to know:

- > In order to ensure that your invoices are processed in the correct biennium, please review and receive. Invoices will not be released for payment until this step is complete. If you need assistance with the receiving function, please visit the ARIBA Receiving [webpage](#).
- > The Office of Planning and Budgeting has updated the Biennium 2015 Close Guidelines. Please visit their [website](#) for more information.

If you have any questions, please contact Procurement Customer Service at pcshelp@uw.edu.

Nonresident Alien Check Request- Postal Code Requirement

When submitting a Check Request for a payment made to a Nonresident Alien, please make sure their address is complete with a postal code. A good time to double check for a postal code is when the Foreign National is completing the Payment Data Sheet.

- UW Small Business Fair
- Paper Reduction at UW

Quick Links

[Procurement Services Website](#)

[ARIBA Buying Portal](#)

[Newsletter Archive](#)

Contact Us

Customer Service:

pcshelp@uw.edu

For questions about the data elements required for check requests for foreign nationals please contact the Tax Office at NRAtax@uw.edu.

Submitting A Use Tax Corrections Request

When submitting a Use Tax Corrections Request, please provide a description of the purchase and the reason you believe it is exempt from use tax in the “Reason for Change” box. For example, “Customized software purchase using algorithm created at UW, for updating systems.”

Please also upload any supporting documentation, including emails, contracts, and email exchanges regarding past use tax reversal requests in ARIBA or the “Reason for Change” box to speed the review process.

The screenshot shows the 'Use Tax' interface. At the top, it says 'FINANCE & FACILITIES UNIVERSITY of WASHINGTON' and 'Use Tax Campus Use Tax Correction System'. There is a 'Submit' button in the top right. Below that is a 'Transaction Information' section with fields for 'Trans. Type:', 'DSI:', 'Doc Line No:', 'Post Date:', 'Supplier:', 'Budget:', 'Account:', 'Task:', 'Option:', and 'Project:'. To the right is a 'Current Status:' section with a table header: 'Date', 'Status', 'Netid', 'Corrected Tax', and 'Comments'. Below this is a 'Take Action: ADD TAX' section. On the left, there are fields for 'Line Net Amt:', 'Original Tax:', and 'Corrected Tax:' with a 'Use 9.6%' button. On the right, there is a 'Reason for Change:' text area. At the bottom, it says '© 2013 Finance & Facilities, University of Washington'.

What's New in ARIBA

Payment to Individual (P2I) – Foreign Nationals

We will soon be releasing the ability to process payments for Foreign Nationals into the ARIBA Payment to Individual (P2I) module. This initial deployment will be for select users. Please do not use the new functionality until the general campus go live notification is given.

Customs Enhancements

ARIBA Enhancements for Customs Clearance and Freight Forwarding Services.

What is changing?

There will be new questions added in Requisitions and Contract Requests regarding customs clearance and freight forwarding services when placing orders with foreign suppliers (excluding subawards). You will be asked if customs clearance is required, and to identify if UW or the shipper is responsible. If UW is responsible for associated customs charges, you will indicate either BPO (include the BPO Number) or Non-PO Invoice as the payment method.

Why is this important?

Following the process on our webpages will significantly reduce delays in clearing items through customs as well as reduce the risk of storage and late fees. The new questions were created to provide guidance when placing orders with a foreign supplier that require customs clearance and freight forwarding services. The Procurement Services department has provided updated information on our [website](#) and a quick reference guide. We recommend using UW's contracted supplier for customs clearance, Expeditors International of Washington, Inc. (Supplier #174285).

What action is required?

Please attempt to have all Requisitions and Contract Requests for foreign suppliers (excluding subawards) fully approved by 5 p.m. on April 27 before the changes go live.

- > If your Requisition or Contract Request is in **Composing** status on or after 4/28:
 - > Preparers should select the Edit button and answer any new questions that have been added with these enhancements. Then, Submit the Requisition or Contract Request for approval.
- > If your Requisition or Contract Request is in **Submitted** status on or after 4/28:
 - > Preparers should select the Edit button and answer any new questions that have been added with these enhancements. Then, Submit the Requisition or Contract Request for approval.
 - > Approvers will not be able to approve. Approvers can select the Deny button to return the Requisition or Contract Request to the Preparer to Edit.

Payment Status

What's the status of an invoice? Great question. In fact we have a dedicated [Payment Terms, Timelines and Delays](#) webpage where you can find information and some helpful tools to assist you in answering your question. One of the easiest ways to find the status of an invoice is knowing how to view the payment status in ARIBA using [Payment Loop](#).

What kind of payments can you see using Payment Loop?

You can find payment status for invoices submitted on BPO's, Catalog and Non-Catalog Purchase Orders and through Non-PO Invoice. Currently the system will display payment loop information for about 1 1/2 years.

Payments to foreign suppliers are currently not visible using Payment Loop. Also, there is a 15-character limit in PAS for the length of an invoice number. If the invoice number exceeds 15 characters, you won't find it in Payment Loop. Be sure to contact PCS at pcshelp@uw.edu or 206-543-4500 if you need help with payment for these invoices.

Some payments such as eReimbursements, eTravel, and Payments to Individual (P2I) will not show in Payment Loop. To see the payment status on these types of payments, check your budget in [MyFD](#) to confirm that the payment has been made, or use the Accounts Payable reports in [PDR](#) (Procurement Desktop Reports) for eReimbursements and P2I.

Procurement Customer Service Help

Did you know that this past January, PCSHelp received almost 450 emails from campus asking about a supplier's payment status? We get it - there is a ton to know and a lot of detail to keep track of especially with all the different ways that suppliers can get paid. You can find out how a Supplier is paid by looking at the Supplier Search Report in PDR (Procurement Desktop Reports). In this edition of Dear PCS Help, we look at some reasons why payments can be delayed and how to troubleshoot.

Dear PCS Help,

I show that my invoice has reconciled and my budget has been charged but the supplier says they have not received the payment. The "Check Number" in the Payment tab in ARIBA starts with "R." What happened to it?

Dear Missing Supplier Payment,

Your invoice has paid to the Supplier's ePayables payment card. Please have the Supplier contact Procurement Customer Service at pcshelp@uw.edu or 206-543-4500 and we can work with them to help them retrieve the payment with the card. They may need the card number, or the remit notices that are sent to the company may be going to the wrong person and we need to update the email address.

Dear PCS Help,

I checked Payment Loop and see that a Check A999991 was issued to the Supplier on the Non-PO Invoice I did a couple of weeks ago, but they say they haven't received it. I verified that the address we sent the check to is correct. Can the check be cancelled and re-issued?

Dear Missing Check,

We request that the Supplier wait 14 business days before we cancel a check to make sure it wasn't delayed by the post office. If it has been over 14 business days, we will request that the check be cancelled and credited back to your budget. You can then submit a new Non-PO Invoice to create a new check. When submitting the new Non-PO Invoice request, be sure to modify the invoice number with an asterisk so the system does not think it is a duplicate request.

We hope you enjoyed this edition of Dear PCS Help. As always, feel free to send us an email at pcshelp@uw.edu or call us at 206-543-4500.

Supplier News

Supplier Orientations

Have you been contacted by an individual or a representative of a company expressing interest in doing business with the University? If so, you may want to suggest they register to attend a free Supplier Orientation session offered by Procurement Services and Business Diversity in partnership with The Foster School Consulting and Business Development Center and the State Department of Enterprise Services (DES) Procurement Office.

More information and registration is available on the [website](#).

Credit Application Requests from Vendors

When making a purchase, you may be asked by a vendor to complete a credit application. Be aware that departments **should not** complete and sign credit or direct billing applications.

More detailed credit information for UW, including trade references, is available upon request. If a vendor is not willing to accept this information, please contact Procurement Customer Service at pcs-help@uw.edu for assistance.

For more information on how to respond to vendor's request for a credit application, visit the [website](#).

UW Design Services

Need help with an interior design project?

[UW Design Services](#) offers a full range of services to campus including architectural and engineering services, interior design management and move management. They offer free on-site consultation and written fee proposals.

Contact:

Mark Miller, DS Manager
mkmiller@uw.edu

Betsy Anderson, DS Secretary Senior
betsya@uw.edu

CDWG Personnel Update

The CDWG team is pleased to announce the promotion of Paul Somers (previously Executive Account Manager for UW) to the position of Sales Manager over our Academy Program. With over 10 years supporting the UW's technology needs, Paul moves on with mixed emotions:

"I would like to thank the entire UW community for the opportunity to serve and support such an amazing institution. It's been a true pleasure to build a best-in-class partnership between CDWG and UW. I'm confident that Melissa, Josh, and Wes will continue to grow and support our partnership for years to come. If you'd like to keep in touch, or have any questions, my email will not change! As always, Go Huskies!" – Paul Somers

With Paul's departure, CDWG is investing in new team members dedicated to assisting Melissa with the support of UW. The CDWG account team's contact information is below:

Melissa Neuman, Sr. Account Manager, Higher Education Northwest Region
Phone: 312-547-2810 | Toll Free: 877.698.5223 | Fax: 847-371-3285

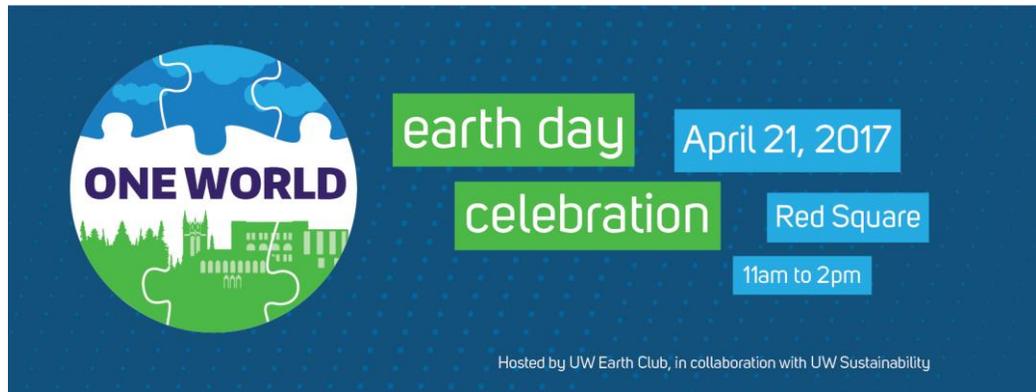
Wes McKnight, Local Account Executive - PNW
Phone: 206.954.8543 | wesmck@cdw.com

Joshua Wang (UW Alumni), Business Development Manager | Higher Education – West
Phone: 206-909-1279 | Joshwan@cdw.com

Solid State Drive (SSD) shortage may impact shipment of HP and other personal computers

We are alerting our campus customers that CDWG has reported some shipping delays on UW's standard configuration systems due to a market-wide shortage on the SSD, and advises that users plan their purchase timeline accordingly due to longer than expected delivery time.

Earth Day Celebration – April 21



The UW Earth Day celebrations – hosted by UW Earth Club in collaboration with UW Sustainability - bring students, faculty, staff and community members together to celebrate sustainability efforts across our UW campuses. The celebration features exhibitors, including student groups, academic units and community partners, along with music, performances, speakers, sustainable food samples, and the Husky Green Award ceremony at 1 p.m.

For more information, visit www.green.uw.edu/earth-day.

UW Small Business Fair

Please support National Small Business Week:
April 30 - May 2, 2017 and register to attend the UW Small Business Fair:

Tuesday, May 2, 2017
9:30 am - 11:30 am
UW Intellectual House, UW Seattle Campus

[REGISTRATION](#)



Paper Reduction at UW



The UW Committee for Paper Reduction has created a [video](#) with information on reducing paper use featuring many people from across UW.

For more information on paper reduction efforts at UW, visit: www.green.uw.edu/paper-reduction

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Procurement Services is a Division of Finance within University of Washington's Finance & Administration

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