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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.

November 17, 2017

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HEADLINE NEWS

1099 Reporting is Due, Now!

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. **The 1099 reporting deadline remains JANUARY 31** - which is significantly earlier than in prior years.

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, and you have not completed the spreadsheet sent from ten99@uw.edu, please do so, ASAP.

Only **payments totaling over $600 to U.S. citizens and resident aliens made through one of these three methods need to be reported:**

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

- Toner Phoner Scams
- Closing Purentry Mailbox

Procurement Services Website

ARIBA Buying Portal

Newsletter Archive

Contact Us

Customer Service:

pcshelp@uw.edu

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.

Is my Supplier Ready to be, Paid?

You have an invoice to pay, but you can't find the Remit To address in Ariba to submit the Non-PO Invoice…what do you do? Start with the Supplier Search report in Procurement Desktop Reports (PDR). If you need help using the Supplier Search report, check out the **Supplier Search PDR User Guide** on the PDR webpage.

Once you find your supplier by name or supplier number, click the plus (+) sign next to the supplier name to show the Order From and Remit To addresses. The Payment Method box has the information needed for current payment status.

- "TBD" (to be determined) means the electronic payment method has not been completed by the supplier, therefore, the supplier is not yet ready to be paid. If you want to know which payment method the supplier is signing up for, please email pcshelp@uw.edu or call 206-543-4500.
    - Suppliers are emailed instructions for each payment method type the day after they are assigned their UW supplier number.
- "Bank Card" means the supplier has signed up for the ePayables payment card. Once an invoice is reconciled, the payment is funded to the card and the supplier will receive a remittance email prompting them to take payment for the invoices that have been paid. The supplier runs the ePayables card information through their merchant terminal.

"ACH" means the supplier has signed up for ACH (Automated Clearing House/direct deposit) payments. ACH payments from UW are processed through Paymode, then, the funds are released by each bank directly to the suppliers' bank accounts. The supplier can log into their Paymode account to see the details of the payment.

What's New in Ariba

Ariba Contract Review Form Enhancements

Procurement is excited to see so many people using the new Contract Review form that was rolled out in August! We have been listening to your feedback, and are making additional enhancements to the Contract Review form to simplify the process for our end users.

What Is Changing?

- **Requesting Department** field will now default to "Campus Users"

- **What is this order for?** will now have two options: Goods and Services or Consulting, which is consistent with other Ariba modules (Requisitions and CRs)
- **How are you going to pay for this:** has been updated with an additional option. The updated options will be:
  - **ProCard** – when paying for the purchase via Procard or CTA
  - **Ariba Order** – when paying for the purchase via Ariba PO/BPO
    Note: you should be using an Ariba Requisition or Contract Request rather than Contract Review
  - **Department** – for use by Facilities only
- **3rd Party Contract** (NEW!) – when UW has no financial responsibility and will be making no payments (i.e., securing hotel room blocks for individual reservations where participants pay with their own credit cards).
  - Note: This is not to be, used for “pass-through” events where conference attendee or student fees offset the cost of the contract, as the UW still has financial liability in those cases.

What Action Do You Need to Take?

- **Understand Contract Reviews in Ariba**
  - Review how to submit a Contract to be reviewed by Purchasing: http://finance.uw.edu/ps/how-to-buy/buying-from-uw-contracts

    As a friendly reminder: Contract Review cannot be used for purchases that will ultimately be paid on a Purchase Order (PO) or Blanket Purchase Order (BPO). Those should be submitted on a Requisition or Contract Request only.
  - On November 17, visit our Training webpage to see the updated Contract Review guide in the Buying section: http://finance.uw.edu/ps/resources/training/tutorials
- **If your Contract Review (RV) is in Composing or Submitted status on or after 11/17/17:**
  - Preparers should select the Edit button and select one of the new **What is this order for?** options of Goods and Services or Consulting, then Submit for approval
  - Approvers will not be able to approve. Approvers can select the Deny button to return the Reimbursement to the preparer to edit.

Ariba P2I Foreign National Payment (Non Resident Alien) Changes

What’s Changing?

Foreign National payments (IRS Term: Non-Resident Alien payments) will soon be allowable in the Ariba P2I module!

Currently, these payments are requested by completing a paper check request form that is then processed manually by Accounts Payable, which causes extra steps operationally, external processes without visibility, and greater risk of error.

By allowing these manual payments to be processed through the Ariba P2I module, requests can be:

- Created, approved and processed in a standard, similar format to other payments in Ariba
- Processed with greater visibility and accountability
- Monitored more easily for proper compliance and policy purposes

What Action Do You Need to Take?

Watch for future news content from Procurement Services to sign up for the Webcast coming in December.

Winter Deliveries

It's that time of year again when winter weather and holiday shipping can wreak havoc with timely delivery of our orders. Please keep in mind that many suppliers shutdown business operations between Christmas and New Year's. It's best not to rely on urgent deliveries during that week and to be aware of inclement weather and observed holidays.

Dear PCS,

My supplier is signing up for the ePayables payment card - how long does that take?

Dear ePayables,

The ePayables payment card is the preferred method of payment for the University. This type of payment requires the Supplier to call: 206-543-7171, to set up the payment card. They may need to leave a message and the Card Services team will call them back within 24-business hours to complete the ePayables set up. Once the supplier has their card number, Vendor Control updates the supplier file, which is transmitted to other systems like PDR and Ariba overnight. The supplier's Remit To address is available the following business day for Non-PO Invoices and the Payment Method on the Supplier Search report is updated from TBD to Bank Card.

If the Supplier needs to update the contact information for the remittance notices, or needs any card information they can email pcshelp@uw.edu.

Dear PCS,

My supplier says they have created an ACH account with Paymode but I still cannot find their Remit To address when trying to submit a Non-PO Invoice. Why are they not available?

Dear ACH,

Once the supplier has completed the Paymode ACH application, Paymode must complete a verification process to ensure they can transmit payment to the supplier's bank. This verification process can take 10-15 business days. Once completed, Paymode reports the supplier back to us as ready to accept payments each Thursday. Vendor Control then updates the supplier file with the ACH account. The following business day, the supplier's Remit To address is available in Ariba and the Supplier Search PDR is updated from TBD to ACH.

If the Supplier needs to update their bank account information, they need to log into the Paymode account to make the appropriate changes.

Beware of "Toner Phoner" Scams

The University receives a number of phone calls from telemarketers regarding toner for copier and printer equipment. These "toner phoner" scams may seem legitimate because the caller has some knowledge of your equipment like the make and model or even the serial number. They usually mention that toner prices are about to increase and will encourage you to buy now, asking for a credit card number or maybe a purchase order number.

Please DO NOT offer any payment information or agree to receive any supplies from these callers! If you receive one of these suspicious phone calls, please tell the person that your copier/printer equipment is under a supplies contract and hang up.

As a reminder, the Ricoh equipment leased under the UW Managed Print Services contract includes all services and supplies. If you are receiving automatic shipments of toner, these are, sent via, UPS from Ricoh Telesales located in Tustin, California. At no time will Ricoh call you directly to sell toner or ask you for payment for these supplies.

If you have any questions or concerns about these "toner phoner" scams or with your copier and printer equipment, please contact UW Managed Print Services at uwmps@uw.edu or by phone (206) 543-3233. Thank you!

Closing Purentry Mailbox on January 1, 2018

Effective January 1, 2018, the Purentry mailbox will be closing. Please direct all inquiries to PCSHelp@uw.edu.

Note: If you are a University of Washington employee that needs a contract reviewed, please submit your request via Purchase Order or the Contract Review Portal in Ariba as applicable.

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Procurement Services is part of UW Finance within Finance & Administration.

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