

May 31, 2016

Strategic Procurement News: New Dell Landing Page in Marketplace

Beginning June 3, 2016, you'll see an upgraded landing page for the Dell catalog in CU Marketplace. The new page offers a number of improvements, including:

- Simplified quote retrieval. With the new Quotes functionality in the main menu, you'll be able to search and retrieve both eQuotes and Sales Generated Quotes.
- Pricing on shipping upgrades. You can now see pricing for upgraded shipping options.
- Faster product selection. You'll be able to select the product type you want right on the landing page ... instead of having to scroll through all models.

We'll have an updated Dell User Guide on the PSC website as of June 2.

Questions? Contact Duane.Tucker@cu.edu, 303.764.3453

Recap: W-9/W-8 Forms, Supplier Registration, and Payment Forms

Why do we need W-9/W-8 information?

The IRS W-9 form provides taxpayer identification and certification information. The several W-8 forms provide certification of foreign status and other information.

We use the information on the IRS W-9 form for tax reporting and other purposes. W-9 information is required when CU is purchasing goods/services from a U.S. entity.

We use the information on the IRS W-8 forms to determine tax treaty status and its implication for payment. W-8 information is required when CU is making any payment to a foreign entity (individual or corporation), whether the payment is to purchase goods or services or to issue a reimbursement or refund.

Suppliers provide W-9/W-8 information either when they register through the CU Supplier Portal or when they work directly with departments on payment forms, depending on which is applicable.

When do Suppliers need to register through the CU Supplier Portal?

Your supplier needs to register through the CU Supplier Portal if you'll be using CU Marketplace (a form, including the Payment Voucher form, or the catalog) to purchase the good or service ... AND the supplier is not already listed as a supplier in the Marketplace.

When do Suppliers need to provide W-9/W-8 forms to the Department?

Your supplier needs to give you a W-9/W-8 form if you'll be using the PSC Forms website (Payment Authorization, Study Subject Payment, or Non-Employee Reimbursement) to pay for the good or service ... AND the supplier is not already in the vendor file in the PeopleSoft Finance System.

In this case, you'll submit the W-9/W-8 form along with the payment form (NR, SSP, or PA). A W-9 is not required for a refund, but a W-8 is. A W-9 is required if the payment is taxable. (Stipends and award payments are taxable.)

If a W-9 or W-8 is needed in order to process the paper payment form, then you need to submit it along with the payment form.

Questions? Contact FinProHelp@cu.edu.

Meet the PSC: Contracts Administration

Greetings from PSC Contracts Administration!

We are excited to share with you our roles at the PSC and how we contribute to the University.

Who are we?

Meet our team - from left to right:

Charlene Lydick (Director of Procurement Operations), Colleen Shaffer (Contracts Administrator), Tina Bernardoni (Contract Services Manager), Ken Witt (Contracts Administrator)



What do we do?

The Contract Services unit ensures that the University's procurement contracts and amendments meet legal sufficiency.

The Contract Services Manager and two Contracts Administrators prepare and negotiate contracts for goods and services. They are responsible for interpreting CU policy, procedures, rules, and regulations, as well as applicable State of Colorado and federal statutes and requirements. In FY 2015, the team reviewed 2,640 contracts and amendments.

How do we do it?

All Contract Services team members have extensive contracting experience. They review and draft contracts and amendments, using their professional knowledge to interpret contract terms and conditions. They also interact with suppliers in order to negotiate necessary changes. They ensure all requisite approvals and signatures are obtained for a fully executed contract.

Why do we do it?

To protect the University from liability and risk and to ensure CU obtains the best value in procurement contracts!

We'd love to hear from you and discuss our program in more detail. Contact Charlene.Lydick@cu.edu.