

the general ledger

News from the Princeton University Office of Finance & Treasury

NEW SUPPLIER EXPLORER TOOL FOR DIVERSE SUPPLIERS



When selecting suppliers, competition is a best practice and provides opportunities for diverse firms to compete for, and win, University business. As part of the University's Supplier Diversity commitment, a national database of diverse suppliers, called Supplier Explorer, is now available to all Princeton University faculty and staff. Supplier Explorer is the largest, most complete database of certified minority-owned, woman-owned, LGBT-owned and veteran-owned businesses in the country. Explorer pulls diversity information from hundreds of certifying organizations like states, municipalities and third-party certifiers, into a single, searchable database of supplier information.

Follow these instructions to access Supplier Explorer:

- 1 Click on the **EXPLORER** tile on Prime Marketplace.
- 2 Alternatively, you can go to <https://www.princeton.edu/diversesupplierlocator>
- 3 Log in via single sign-on by entering your NetID and password
- 4 Start searching!

Your initial search might include a keyword or a vendor name. You can refine your search using a dozen different criteria to create a curated list of potential suppliers. Suppliers provide their contact information, which can be used to initiate conversations or to send emails. As we've seen in our data, when diverse firms compete for our business, they win, on merit, approximately one third of the time. With this new tool, we encourage including more diverse firms in your departmental efforts to identify and select suppliers.

Training for the new Supplier Explorer tool will be held on the following dates and times, and registration is available in the [Employee Learning Center](#).

- Thursday, November 11 from 10:00am-10:30am
- Wednesday, November 17 from 11:00am-11:30am
- Tuesday, November 30 from 1:30pm-2:00pm

Training from the Office of Finance and Treasury

Finance Refresher Series

In late September and early October, Finance and Treasury offered and recorded weekly Finance Refresher sessions to remind users how to complete common financial processes, transactions, and related tasks. Topics included creating requisitions, using the Procurement WorkCenter, running financial reports, creating expense reports in Concur, and onboarding domestic and foreign suppliers. The sessions were recorded and can be viewed on the [Finance and Treasury website](#).

eLearning Highlight

Do you create Non-PO Payment Requests? If you're interested in learning more about how to manage these types of payments, view the self-paced [Create Non-PO Payment Requests](#) eLearning on the Employee Learning Center. During this 22:44 minute video, we review the requirements for requesting Non-PO Payment Requests. We look at the differences between the two types of suppliers that are eligible to receive this type of payment and then look at the various approval thresholds, review how payments are scheduled/made, and discuss how to view this information in the Information Warehouse.

In addition to the session listed above, F&T offers a variety of other learning opportunities. We encourage you to view our full list of [in-person](#) and [online courses](#) in the Employee Learning Center. Topics covered include buying and paying, travel and expense, reporting/IW, Chart of Accounts, journals, sponsored research, and internal controls.

Contact [Allison Petito](#) with any questions.

University Sales Tax Exemption Update

Princeton University is recognized by the IRS as a non-profit institution which exempts the University from paying sales tax on most purchases. In order to claim the exemption, most states require a completed sales tax exemption form be submitted to the seller at the time of the purchase. The forms vary by state, but typically request certain information about the transaction such as the seller's name, address, and a description of the goods or services being purchased. Wherever possible, the forms have been pre-filled and signed to expedite completion. We encourage you to use our sales tax exemption to reduce the cost of your departmental purchases.

Some merchants resist accepting forms that are more than 6-9 months old, so in conjunction with the start of the academic year, each state form has been updated to ensure state compliance, and signed effective September, 2021. These updated forms can be used immediately. More information can be found on the [sales tax exemption](#) site including a listing of the states in which we are exempt, downloadable instructions, FAQs, and the forms for claiming an exemption in each state.



W-2 CONSENT

Receive Your W-2 Electronically

The calendar year end is swiftly approaching and Payroll Services would like to encourage everyone who hasn't consented to receive an electronic W-2 to opt in. The IRS permits employers to issue electronic W-2 forms only to employees who give their consent, otherwise federal regulations mandate that these forms be printed and mailed to the home addresses on file. The benefits of opting-in to receive an electronic W-2 form include:

- Earlier access to view and print your forms
- Reduced worries about mail delivery and potential delays due to COVID-19
- Cost savings in printing and mailing for the University

It is quick and easy. Visit HR Self-Service or Tiger-Hub, select the payroll tile, and choose the W-2/W-2c consent link.

For additional information or assistance, contact our Payroll Services team at payroll@princeton.edu.

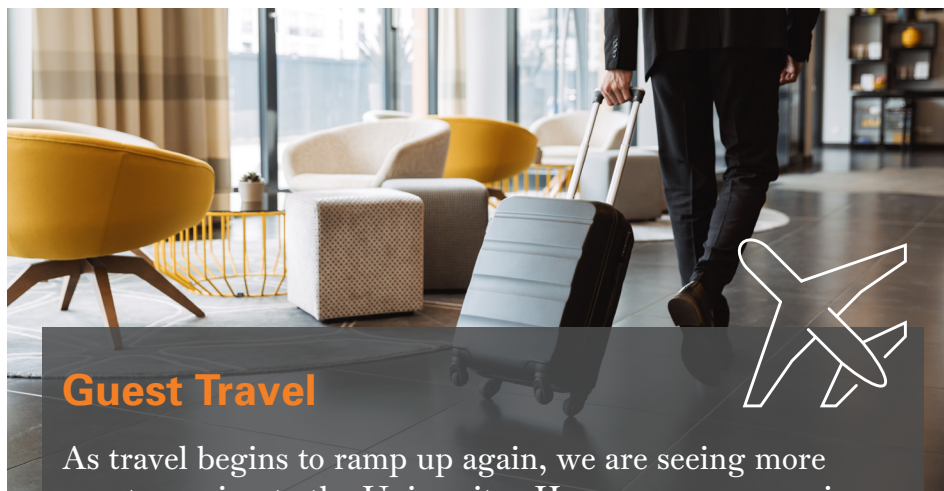


SUPPLY CHAIN DELAYS Plan Ahead!

Supply chain disruptions, exacerbated by the pandemic and subsequent regulatory changes, are widespread, and expected to continue into 2022. Delays in getting needed supplies and materials from domestic and foreign suppliers have created unprecedented challenges to manufacturing firms. As a result, prices are going up with inflation estimated to be 5.25% for December.

In light of these supply chain issues, costs are rising, and some products have less availability, or longer delivery times. We encourage you to place orders in advance, and evaluate supplier quotes to understand if delivery is included as these costs may now be additive. Consider alternative packing sizes or brands as suppliers may be producing more profitable items only. If purchasing from a foreign supplier, ensure the responsibility for shipping, import, and delivery is fully documented in the proposal and/or contract.

All indications are that these challenges will be with us for some time, so plan ahead for the best possible outcomes.



Guest Travel

As travel begins to ramp up again, we are seeing more guests coming to the University. Here are some ways in which the Travel Program supports guest travel.

Booking guests in Concur

Administrators who book guests coming to campus are able to make reservations in Concur. Email finance@princeton.edu to request that the guest booking permission be added to your Concur profile.

Billing guest hotel accommodations direct to your credit card

There is a process in place that allows you to book a room for your guest at one of seven preferred Princeton-area properties, arrange payment on your credit card, and automatically receive a receipt when your guest checks out. For instructions on this seamless billing process click [here](#).

Guests booking their own travel

Guests coming to the University are able to book their own air tickets and other travel arrangements through World Travel. The [Guest Travel Authorization Form](#) authorizes your guests to call and book directly with the University's travel agency. Your University credit card will be charged for the tickets and you will receive a complete copy of the guest's itinerary. For instructions and to download a copy of the form, click [here](#).

Registering visitors coming to campus

In order to support efforts to contain virus transmission, the University currently requires that all visitors be approved prior to coming to campus. This process is managed by Environmental Health and Safety. If you are hosting a guest on campus, the visitor policy and required form are located [here](#).

Upcoming training for travel arrangers

We are currently offering a webinar course, *Navigating the Booking Process in Concur for Travel Arrangers*. Highlights of this class include saving time with cloning trips, templates, guest booking features, sort features, flight finder, and other helpful tools for those who book travel for others. You can sign up for this course through the [Employee Learning Center](#) under the F&T offerings.

TRAVEL SUPPLIER UPDATES



The travel and hospitality industry has been among the hardest hit by the pandemic. Transportation providers, hotels, and other travel suppliers are struggling to bounce back from the operational and financial impact to their businesses.

Ground Transportation

Car/Limo services and motor coach transportation continue to be the most affected. There is a shortage of both vehicles and drivers, and rates negotiated by the University for many of our local transportation services have increased as a result. While it remains unclear how long this will continue, our strategy is to evaluate expanding our supplier network in this area, while continuing to support our valued partners who have served us diligently in the past.

When booking transportation services, it is critical to book as early as possible to avoid the risk of not being able to secure appropriate vehicles. Groups should be particularly proactive in procuring transportation and we highly encourage all groups to submit a [Group Bus Request Form](#) as soon as you obtain trip approval.

Hotels

Amenities that are generally offered by hotels may not be in place. Meal service, restaurant hours, and room service remain affected. Pools and fitness centers may be closed and some major services such as shuttle buses remain suspended. If particularly amenities are critical to your reservation, please contact the hotel directly or reach out to the travel program to confirm the status of any necessary amenities.

In the next month, the travel program will be rolling out a hotel matrix that summarizes rates and current state of hotel amenities. It will be located on our website at travel.princeton.edu.

Virtual Notary Services

As a convenient option, the Financial Service Center will continue to offer Remote Notary Services.

To schedule your notary meeting, please complete the [Appointment Request](#) form, and below are suggestions to help you prepare for your appointment:

- Prior to the appointment
 - Do not sign your documents prior to the meeting. It is necessary to sign in the presence of a Financial Service Center Associate.
 - Please have an acceptable form of identification available (i.e., driver's license, passport)
 - Attach to the Appointment Request form, or email to finance@princeton.edu, a copy of the document that you need notarized
- During the appointment, you will need a computer with video capability. This will enable our Associate to verify your identity and notarize your documents.

Following the appointment, the Financial Service Center will mail the signed copies to you via USPS.



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