

SUPPLY CHAIN SERVICES

Procure-to-Pay Newsletter October 2024



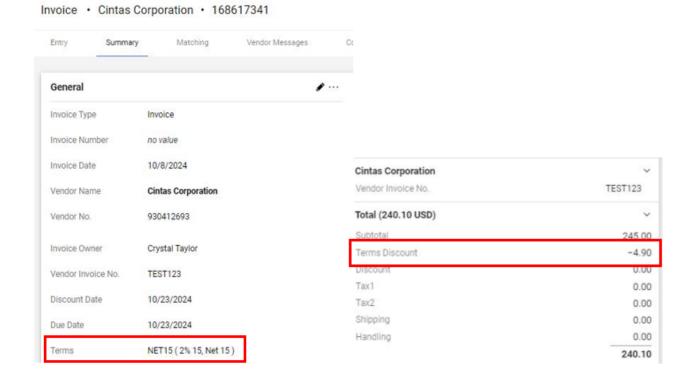
Procure-to-Pay Forum

The Procure-to-Pay Forum is going virtual for Fall 2024! Join Supply Chain Services to hear the latest and discuss topics on buyW&M, Procurement, Accounts Payable, and more on Tuesday, October 29, 2024, from 10:00 - 11:30 a.m. via Zoom. Please register in advance to attend: https://cwm.zoom.us/meeting/register/tJYucuirqDspHtTEpZFsOQmYFvjL0h9YgVyl

Vendor Early Payment Discounts

As part of buyW&M optimization, Supply Chain Services is implementing early payment discounts for identified contracted vendors based on agreed upon payment terms. Currently, VWR, Dick Jones Communications LLC (RW Jones Agency), and Cintas have these discounts associated with any new Purchase Orders placed as of October 8, 2024. Additional vendors will be enrolling in this program as the terms are agreed to and confirmed and will be communicated to campus as they are onboarded. The discount will automatically be applied to invoices submitted based upon the agreed terms. For example, VWR has agreed to a NET15, 2% discount which is applied to an invoice submitted with in 15 days of receiving. Please ensure that invoices are submitted timely and receiving completed in buyW&M for your department to take advantage of the vendor's early payment discounts.

NOTE: Please do not alter the payment terms on the invoice as any changes will impact the discount. The discount will not apply to expedited payments of NET1 or any invoices submitted after the invoice date. The discounted payment terms and total will be shown on the invoice in buyW&M as shown like this example:



America To Go Update

The ATG grocery store exemption has increased from \$200 to \$300 in order to accommodate the increase in costs surrounding grocery products and to remain in-line with the GSA per diem rate increase.

Questions? Contact <u>procure@wm.edu</u>

Recent Contract Activity

For a list of current solicitations, click here.

Recently Awarded

Coming Soon

- Book Binding Services
- Print Management Services
- Dorm Moving Services
- Fuel Gas Diesel Propane
- Childcare Services
- Strategic Support Services (OpenEnrollment)

Construction Corner



- Swem Library Window Replacement is complete
- Chesapeake Hall at VIMS is complete
- Muscarelle Museum scheduled to complete Fall 2024
- Blow Hall Cupola Roof Repair scheduled to complete Nov 16, 2024
- Blow Hall Provosts Suite Renovation scheduled to complete Dec, 2024. Work on the 2nd floor lobby will extend into January 2025 (over winter break)
- Wren Building Restoration—scheduled to start winter 2024
- Old Dominion Renovations scheduled to complete August 2025
- Integrated Science Center—Phase 4 scheduled to complete Fall 2025
- Jamestown East Residence Hall scheduled to complete Fall 2025
- West 1 Housing & Dining (5 buildings) scheduled to complete Fall of 2025
- Kaplan Arena Renovation & Addition scheduled to complete December 2025

buyW&M Office Hours

Supply Chain Resources

For help in buyW&M, stop in during the buyW&M Zoom office hours on 10/30/24, from 3:00 - 4:00 for assistance. Join for help in troubleshooting your situation or to learn from the questions of others. Please register to receive Zoom link <u>here</u>.

Supply Chain Services

Procure-to-Pay Matrix

Finance Forms & Instructions

buyW&M User Guides

Procure-to-Pay Newsletter Archive

Questions? Email procure@wm.edu

<u>Manage</u> your preferences | <u>Opt Out</u> using TrueRemove™

Got this as a forward? Sign up to receive our future emails.

View this email online.

200 South Boundary Street P.O. Box 8795 | Williamsburg, VA 23185 US

This email was sent to .

To continue receiving our emails, add us to your address book.



Subscribe to our email list.