



WILLIAM & MARY

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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 within 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:

General		Cintas Corporation	
Invoice Type	Invoice	Vendor Invoice No.	TEST123
Invoice Number	no value	Total (240.10 USD)	
Invoice Date	10/8/2024	Subtotal	245.00
Vendor Name	Cintas Corporation	Terms Discount	-4.90
Vendor No.	930412693	Discount	0.00
Invoice Owner	Crystal Taylor	Tax1	0.00
Vendor Invoice No.	TEST123	Tax2	0.00
Discount Date	10/23/2024	Shipping	0.00
Due Date	10/23/2024	Handling	0.00
Terms	NET15 (2% 15, Net 15)		240.10

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 procure@wm.edu

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 [here](#).

[Supply Chain Services](#)

[Procure-to-Pay Matrix](#)

[Finance Forms & Instructions](#)

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