



WILLIAM & MARY

CHARTERED 1693

SUPPLY CHAIN SERVICES

Procure-to-Pay Newsletter

November 2024



## Procure-to-Pay Forum in Cornerstone

The recording for the Procure-to-Pay Forum, including slide deck and Q&A, is now available in [Cornerstone](#). To access the recording, keyword search "procure to pay forum" and select October 29, 2024.

## buyW&M Reminder - Payment Terms on Invoices

Please ensure that the only payment terms to be manually selected are NET23 and NET1 (if payment is to be expedited only). Payment terms other than NET23 or NET1 are set up in buyW&M for those vendors that agreed to an early payment discount. If the payment term (NET10 or NET15) does not auto default on the invoice that means the vendor is not set up for early payment discounts.

## December 2024 Closing Instructions

Find important deadlines for Financial Operations' calendar year-end closing and holiday schedule here: <https://www.wm.edu/offices/financialoperations/announcements/december-closing-instructions.php>

## Guidance on Gift Policy

Under state law, a university employee may not accept any gift, even of nominal value, that tends to influence an employee in the performance of their university job. It is prohibited to accept gifts from current or potential vendors. Gifts from other sources (colleagues, professional networks) may be permitted if the gift is valued at less

than a specific dollar amount. Disclosure of the acceptance of non-vendor gifts to you as a university employee to the Conflict of Interest Committee is required under the Conflict of Interest Policy.

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## 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)
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## Construction Corner



- Muscarelle Museum - scheduled to complete Fall 2024
- Blow Hall Cupola Roof Repair – scheduled to complete Spring 2025

- Blow Hall Provosts Suite Renovation – scheduled to complete Dec 30, 2024. Work on the 2nd floor lobby will extend into January 17, 2025 (over winter break)
- Wren Building Restoration—scheduled to start winter 2024
- Zable Stadium East Lockers – scheduled to complete March 30, 2025
- Old Dominion Renovations - scheduled to complete August 1, 2025
- Integrated Science Center—Phase 4 - scheduled to complete August 21, 2025
- Jamestown East Residence Hall (Cedar Hall) - scheduled to complete June 4, 2025
- West 1 Housing & Dining (5 buildings) - scheduled to complete July 31, 2025
- Kaplan Arena Renovation & Addition - scheduled to complete December 3, 2025

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## buyW&M Office Hours

## Supply Chain Resources

For help in buyW&M, stop in during the buyW&M Zoom office hours on 1/29/24, 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](#)

[buyW&M User Guides](#)

[Procure-to-Pay Newsletter Archive](#)

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Questions? Email [procure@wm.edu](mailto:procure@wm.edu)

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