

PROCURE-TO-PAY NEWSLETTER



William & Mary Supply Chain Services

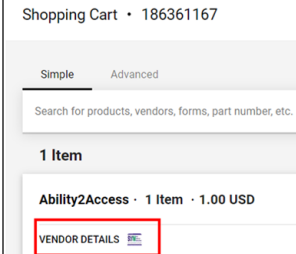
May 2024

SWaM Label Added to buyW&M Vendor Record

To help easily identify any SWaM vendors in buyW&M, a SWaM label will now be applied to any active SWaM vendor's profile. Along with the label, the SWaM classifications will also be listed. The following classifications qualify as a SWaM Vendor:

- VA-SB: State of Virginia Small Business
- VA-WB: State of Virginia Women-Owned Business
- VA-MB: State of Virginia Minority-Owned Business
- VA-Micro: State of Virginia Micro Business

 Ability2Access Vendor Number: 931130419 Registration Status: Approved Registration Type: Procurement Vendor Profile	Type: <input type="checkbox"/> Preferences:  DUNS Number: 091337641 Diversity Classifications: VA:SB, VA:WB, SBE
---	---



The label will also show when adding the vendor to your shopping cart:

SPCC Reminder

With year end coming, please be mindful of SPCC purchases. All transactions should be processed by 6/8/24 to ensure they post in time for the cycle to end on 6/15/24. Anything that posts after the 15th will be a part of July's cycle and applied to FY25. For question, email procure@wm.edu.



Thank you!

The Supply Chain Services team would like to send a big shout out to Jay Gaidmore and Tyler Goldberger for the fantastic Special Collections tour at Swem Library!

AP Website Update - Resources (Credit Info Sheet, ST-12, W9 Forms)

William & Mary and VIMS credit information sheets, ST-12 tax exemption forms and university W9s are now accessible via links found under the “Resources” section on the AP Forms, Resources & Training page [linked here](#). Vendors may ask to provide one of these forms when while doing business such as completing a vendor’s credit application. W&M and VIMS are not authorized to complete any vendor credit applications so please provide the vendor with a copy of the applicable credit information sheet.

buyW&M Purchase Order Receipt Creation Reminders

Please be mindful when creating Purchase Order receipts in buyW&M to ensure the correct items are being received against or the correct cost receipt is entered. If an invoice has already been processed against the Purchase Order, any completed receipts will not be available to correct.

Furniture, Fixtures, and Equipment (FF&E) Form

The Furniture, Fixtures, and Equipment (FF&E) request form located under “Procurement Forms & Links” in buyW&M is required to be submitted and approved before the purchase of new FF&E. This form will be reviewed and approved by the Office of the University Architect and/or Supply Chain Services prior to a Purchase Order being issued. The FF&E form has also replaced the previous TSRC furniture waiver. All new furniture waiver requests must be made by completing this form. Please reference the user guide [linked here](#).

buyW&M Invoice Requirement for P-prior year and N-new year

To account for invoices being submitted in advance that will be payable in FY25 (7/1/24 or after), the Prior Year or New Year question will be required effective May 29th through September 15th. Select P for prior year if the payment being made is for goods received or services rendered on or before June 30, 2024. Select N for new year if the payment being made is for goods received or services rendered after June 30, 2024. If you are not certain when the goods/services will be received, it would be best to not submit the invoice until after the goods/services have been received. If you need assistance determining whether you should select P-prior year or N-new year, please contact the Director of Financial Reporting. This is for financial statement purposes only and does not affect departmental budgets. This is not used to determine if an invoice should be paid in FY24 vs FY25 as that is determined based on the invoice due date.



Congratulations!

Supply Chain Services would like to congratulate Kathy Mabe on being recognized for 30 years of service at the VIMS annual awards!

Recent Contract Activity

For a list of current solicitations, [click here](#).

Recently Awarded

- **ERP Implementation Partner**
- Huron

In Progress

- Trades, Open Enrollment Generation 2 for General Contracting and Cabling Services

Coming Soon

- Print Management Services
- Dorm Moving Services
- Fuel Gas Diesel Propane
- International Hires
- Fine Arts Storage
- Childcare Services

ATG Reminder

As a reminder, if there are 10 or less attendees at the ATG meal order, the FULL name and affiliation to W&M must be included on the order.



Construction Corner

[Renovation of Monroe Hall](#) is expected to be completed by July 1, 2024.

[Muscarelle Museum](#) is scheduled to complete October 2024.

[Integrated Science Center—Phase 4](#) is scheduled to complete August 2025.

[Jamestown East Residence Hall](#) is scheduled to complete Fall 2025.

[West 1 Housing & Dining](#) (5 buildings) is scheduled to complete Fall of 2025.

[Chesapeake Bay Hall](#) at VIMS is scheduled to complete August 2024.

Blow Hall Provosts Suite Renovation – Starts June 6, 2024, and be completed Dec 3, 2024

Blow Hall Cupola Roof Repair – Starts May 20, 2024, and be completed Nov 16, 2024

Admissions Lobby & Swem Library Ground Floor projects are underway.

FY24 Year End Closing

Find the closing schedule for FY24, which includes deadline dates for Procurement and Financial Operations, a [this link](#).

Supply Chain Resources

- [Procure-to-Pay Matrix](#)
- [Finance Forms & Instructions](#)
- [buyW&M User Guides](#)