



PROCURE-TO-PAY NEWSLETTER

William & Mary Procurement Services & Accounts Payable

June 2022

Save the Date: Procure-to-Pay Forum



The Procure-to-Pay Forum will be back and in person for 2022! Join us **Thursday, September 15, 2022, from 9:00a.m. - 11:00 a.m.** in the Sadler Center Commonwealth Auditorium to hear the latest from Procurement Services and Accounts Payable, and have a chance to ask questions and share feedback with our team. Following the Forum, attendees are invited to move to the Sadler Center Chesapeake A room from 11:00a.m. - 1:00p.m. for a menu tasting featuring America To Go caterers. We are looking forward to the opportunity to meet on campus for this event!

SPCC Reminder

Prior to making a purchase on the SPCC, Cardholders should check buyW&M to see if the vendor is Active. If the vendor is Active in buyW&M, buyW&M should be utilized, not the SPCC. Beginning in FY23, we will start issuing card infractions for the use of the SPCC when the vendor is Active in buyW&M.

Reminder: buyW&M Help Process

Due to the high volume of traffic through various channels for buyW&M assistance, all internal buyW&M requests are required to be sent through the buyW&M help desk ticketing system found on wm.edu/buywm or by calling the buyW&M helpline (757-221-3954) to ensure a prompt response from the appropriate contact. Also, issues may be brought to the open office hours held via Zoom Wednesdays from 2:30 – 4 pm. Please refrain from sending messages via Teams to buyW&M administrators or email buywm@wm.edu unless it is for an emergency. If you are having issues with a vendor registration, you can refer your vendor to the buyW&M email or buyW&M help desk telephone line.

Paymerang Contact

If a vendor has a question about their payment issued 6/15/22 or after, the vendor can email the Paymerang Support Team at support@paymerang.com or by calling 877-680-7332.

Procurement & AP (Supply Chain) Training Survey

We want to hear from you! The Supply Chain team is in the process of generating training tools associated with buyW&M and fundamentals of Procurement & Accounts Payable, also known as Supply Chain. Please complete this brief Qualtrics survey about preferences on training in order to assist the team in providing more meaningful and comprehensive content. Find the survey here: https://wmsas.qualtrics.com/jfe/form/SV_bEF72Kca7MDtyKO



buyW&M Virtual Office Hours

For help with a specific scenario in buyW&M, stop in during the buyW&M Zoom office hours on Wednesdays from 2:30 - 4:00 for assistance. Join for help in troubleshooting your situation or learn from the questions of others. Find the Zoom link here: https://cwm.zoom.us/j/..._EU3FicWVJNTJoNEFjUT09

Recent Contract Activity

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

In Progress

- E-Learning
- International Student Recruitment
- Lodging & Conference Events
- Special Events Rentals

Coming Soon

- Vessels—Term Maintenance & Repair
- Admissions Recruitment Software
- Landscaping Maintenance
- Strategic Services

AP & Vendor Create Reminders

Payment Information	
Accounting Date	6/24/2022
F.O.B.	Destination
Payment Method	Unknown
Payment Record Date	6/24/2022
WM Check Number	C1059577

To determine if payment has been issued to the vendor, please refer to the “Payment Information” section of the invoice. It will give the check number and payment date (the payment information is updated in buyW&M around 4:00pm daily).



What's next?	
Workflow	
<input type="checkbox"/>	Show skipped steps
<input checked="" type="checkbox"/>	Submitted 6/28/2022 9:45 AM Hayley Janak
<input type="checkbox"/>	Fiscal Year End Active Amber Brown
<input type="checkbox"/>	Disbursements Future
<input type="checkbox"/>	Accounting Operations Director Future

To determine where the invoice is in the workflow and to see if the invoice is waiting for approval, please refer to the “What’s Next” section of the invoice. You can also view this section before submitting a PO invoice to determine if the invoice will be routing to the correct department for approval (ex: an invoice to be paid via wire will route to the Disbursements workflow for approval).



Summary Matching Vendor Messages **Comments** Attachments History

Records Found: 0

ADD COMMENT

Please reject invoice

978 characters remaining expand | clear

This will add a comment to the document. If you select a recipient, you will receive an email notification(s) **add recipient**

Emily Snyder (Prepared for, Requisition prepared by)

Young, Lisa (l.young@wm.edu)

Behrens, Donna (d.behrens@wm.edu)

Attach file (optional)

When submitting a comment on an invoice requesting for someone to take action such as rejecting an invoice, please be sure to add the recipient to the comment; this ensures the person receives a notification.



AP & Vendor Create Reminders (continued)

When the vendor needs to be paid via Wire or Foreign draft for a PO invoice, please be sure to follow the user guide. An indication must be selected in the General section using the drop down listing (Wire or Foreign Draft) and the wire form must also be attached to the invoice. If the process is not followed it could result in a check being issued or a delay in payment.

The US vs. Foreign Source income section on the PO or invoice should only be selected if the vendor is truly a foreign individual or foreign entity. Selecting this for a US vendor could result in the invoice going to the payroll office for an approval of the foreign tax assessment.

Requests to add an address to the vendor profile should be submitted via buyW&M using the Address Update Request Form and not submitted via apvendors@wm.edu

Questions? Email apdept@wm.edu

Visit us online at www.wm.edu/offices/procurement (procurement)
and www.wm.edu/offices/financialoperations/ap/index (accounts payable)