



# PROCURE-TO-PAY NEWSLETTER

William & Mary Supply Chain Services

February 2024

## New buyW&M Punchouts



Agilent provides instruments, software, services, and consumables for laboratories.



Qiagen provides sample and assay technologies for molecular diagnostics, applied testing, academic and pharmaceutical research.

## buyW&M Down 3/15 - 3/18

Due to Jaggaer's 24.1 release migration, buyW&M will be down from 5PM Friday, 3/15 to 8am Monday, 3/18. Please plan accordingly as the system will be unavailable during this time.

## buyW&M Reminder

All non-catalog Purchase Orders, even if placed with a vendor with a punchout, will require the invoice to be manually uploaded by the end user. Example: A non-catalog order is placed with TSRC for furniture. TSRC will email the invoice to the PO end user to be manually uploaded into buyW&M to pay.

## AP Reminder: Sales and Use Tax Not Reimbursable

Purchases made for W&M and VIMS by an employee with their personal funds, who is later reimbursed, do not qualify for the exemption and will be charged sales tax. The sales tax on purchases made by an employee will not be reimbursed. Additional information can be found on the tax compliance website: <https://www.wm.edu/offices/financialoperations/tax/vasalestaxexemption>.

## Save the Date: Procure-to-Pay Forum & ATG Vendor Fair

Mark your calendars! The Spring 2024 Procure-to-Pay Forum and America To Go Vendor Fair will be held on Wednesday, April 10, 2024. Times for the Forum are 9:00 a.m.—10:00 a.m. and the vendor fair will take place immediately following.

For more information on this event, click [here](#).



## Recent Contract Activity

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

### Recently Awarded

- Move Management Services:
  - Endeavor Initial Outfitting
  - Jones, Lang, LaSalle Americas, Inc.
  - Proven Management
  - Richmond Commercial Services
  - Turner & Townsend Heery

### In Progress

- Comprehensive Plan Consultant
- Trades, Open Enrollment Generation 2 for General Contracting and Cabling Services
- ERP Implementation Partner

### Coming Soon

- Print Management Service
- Strategic Print Services



## Update to buyW&M Office Hours

buyW&M Office Hours will now be held on the last Wednesday of January, April, July, and October. Office hours will be announced in the Digest.

## AP Reminder: Cancelling a Return Invoice

If you have an invoice returned to you and need to cancel it, you can cancel the invoice by going to your returned invoices and clicking on the highlighted symbol below:

Invoice Number	Vendor Invoice Number	Vendor Name	PO Number	Invoice Create Date	Invoice Date	Invoice Type	Invoice Total	
INV-0089719	120672	Hackworth Reprographics Inc	Z0038986	5/19/2023	1/24/2023	Invoice	110.00 USD	



## Shout-Out

Big shout out to Kelsey Birch, VIMS Purchasing Coordinator for Ecosystem Health, who just earned her VCA certification!

## 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 be completed Fall 2025.
- [West 1 Housing & Dining](#) (5 buildings) is scheduled to be completed Fall of 2025.
- [Chesapeake Bay Hall](#) at VIMS is schedule for completion August 2024.
- [Dillard—Practice Field](#) project is scheduled to be completed April 30, 2024
- Admissions Lobby and Swem Library Ground Floor projects are underway.

## Supply Chain Resources

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