



October 1, 2023

Dear Valued Partner,

To begin I would like to thank you for the benefits and value your company has been providing to our university. We are very pleased with your services/goods and appreciate the professionalism and commitment your company shows through your staff and your services.

Grand Valley State University has recently made the decision to move to a new financial system, Workday. As part of this transition, we have spent time reviewing our payment process with all our suppliers and partners. During this review Grand Valley State University has decided to set a flat payment term with all our suppliers to Net 30 days, which become effective starting January 1, 2024.

If different terms have already been negotiated with your company, please submit a copy of that agreement to Procurement at purchasing@gvsu.edu or via mail:

Grand Valley State University
2015 JHZ
1 Campus Drive
Allendale, MI 49412

We are excited about the efficiency of the procurement and payment processes Workday brings to us, including faster invoice processing and a supplier portal. We ask for your patience as we transition to this new system during December 2023 and into January 2024 and the following months. Please watch for further communication regarding the new supplier portal in the coming months.

Please let us know if you have any questions on this change to payment terms. We look forward to continuing our relationship with you!

For questions or concerns, please contact our office at 616-331-2233 or email purchasing@gvsu.edu.

Sincerely,

Aaron Caccamo

Director of Procurement

Erica Herwig

Asst Controller AP and Finance Systems