



IMPORTANT VENDOR NOTICE

VMRC's new fiscal year begins July 1, 2022. Part of the DDS year-end process requires VMRC to generate *replacement authorizations* reflecting the new fiscal year authorization number beginning with '23'. These will be created after we complete the year end closing 6/30/2022. Authorization images and the ability to create excel spreadsheets will be available in the OutsideXchange/Vendor Portal sometime during the first week of July-2022. This may take several days due to the volume. All pending POS Requests will be processed after 7/1/2022.

Please note that all existing authorized services for 2021-2022 fiscal year remain unchanged.

Any remaining balances on a "total" purchase will be carried over into the new fiscal year *after* billing has been submitted for all services and payments issued. Please note: late billings delay authorization maintenance/invoices.

July invoices reflecting the new '23' authorization numbers will be available on 7/22/22 late afternoon. Email notification will be sent after these are posted in the eBilling System.

Please refer to the 2022-2023 Invoice & Check Schedule that includes our POS Staff Directory for invoice processing by Vendor Alpha and our department email address. This information will also be available on our website and eBilling System.

Please feel free to contact us with any questions or concerns. Providing your vendor number is greatly appreciated for researching your inquiries.

Thank you,

VMRC Fiscal – POS Department