

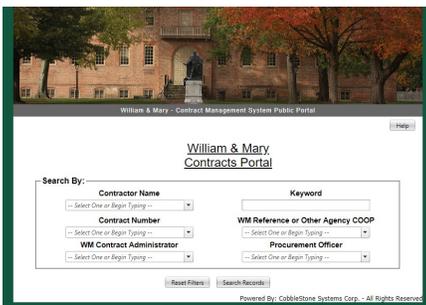


# PROCUREMENT SERVICES

Newsletter

March 2021

## Contract Portal Reminder



Looking for a supplier? Please take a moment to reintroduce yourself to William & Mary's [Contract Portal](#). This site contains a listing of recommended W&M contracts. A quick review of this portal is requested prior to supplier selection.

A great deal of effort goes into the process of contracting with a supplier (solicitation, evaluation, source selection, negotiation, terms review, etc.). As W&M is an entity of the Commonwealth of Virginia, we as an institution, are required to abide by specific rules and laws. The Procurement Services department ensures that

these requirements are in force. As part of the W&M team, you are requested to review and obtain quotes from these contracted suppliers prior to source selection. In the event that none of the contracted suppliers meet your needs, then an outside supplier may be accepted.

For access please proceed to the W&M website: Go to [Procurement Services](#), select the Contracts button, select first option William & Mary Contract Portal where selection options are available (with drop down options for Contractor Name, Contract Number, W&M Contract Administrator, Key Word or Procurement Officer). So for example, if you are looking for Promotional products, load "Promotional" into the Key Word field and several options will emerge.

Thank you in advance for your consideration of this request. Should you have any questions or issues, please do not hesitate to reach out to the applicable [Senior Sourcing Specialist](#).

## buyW&M Open Labs

Interested in getting some hands-on virtual training for W&M's new procure to pay system, [buyW&M](#)? Walk through with some members of the buyW&M core team on how to submit requisitions for purchase orders to vendors and check requests for payments that do not require a purchase order (direct pays). This will be an intro level class to provide the foundational understanding of how the system works through submitting a routine, non-catalog order and a direct pay request. To sign up for a buyW&M open lab, search in [Cornerstone](#) under keyword "buyW&M open lab". Class size will be limited in order to offer instructions, and multiple open lab dates are provided. Questions? Email [buywm@wm.edu](mailto:buywm@wm.edu)

Visit us online at [www.wm.edu/offices/procurement](http://www.wm.edu/offices/procurement) or email [procure@wm.edu](mailto:procure@wm.edu)

## Recent Contract Activity

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

### In Progress

- Vessels—Term Maintenance & Repair
- Employee Discounts & Voluntary Benefits
- Skilled Trades
- E-Learning
- Athletic Outbound Ticketing Management/Marketing

### Coming Soon

- Financial Services
- Ventilation and Duct Cleaning
- Lodging & Conference Events
- Highland Exhibit Design Services



## SPCC Shout Out

Procurement would like to give a huge shout out and say thank you to **W&M Athletics** for streamlining the SPCC process in your department and closing multiple cards which were previously temporarily suspended due to cost containment measures. This is a major step in moving toward the overall reduction of SPCC cards and the buyW&M system and your willingness to assist is very impactful. We value your partnership and look forward to continuing as the new system rolls out. Go Tribe!



## buyW&M Town Hall Materials in Cornerstone

Thank you to all who attended the virtual buyW&M Town Hall for W&M campus on Feb. 9th and VIMS campus on Feb. 18th. Town Hall topics included ordering and payment request submittals, vendor onboarding, efficiencies in approval processes and the timeline for implementation from the buyW&M core team.

Presentation recordings, PowerPoint slides, and Q&A's for both W&M campus and VIMS campus are available in Cornerstone, keyword search "buyW&M Town Hall". Learn more about the project by visiting the [buyW&M website](#).



Let us hear from you! Do you have feedback on our newsletter, or other procurement related comments? Do you wish to see specific topics addressed in future editions? We welcome you to take our [Feedback Survey](#) and let us know what's on your mind.

**How do I make a purchase...? Check the P2P Matrix as your first stop: <https://procuretopay.wm.edu/>**