

PROCURE-TO-PAY NEWSLETTER

William & Mary Procurement Services & Accounts Payable

February 2022

buyW&M Open Lab

Join the buyW&M core project team for the buyW&M Open Lab 101 this Thursday, February 24th at 2:00 p.m. The open lab is an intro to the buyW&M system and a hands on opportunity to create a basic non-catalog order and a direct payment request in the test instance. Please register for this virtual training: https://cwm.zoom.us/m ... razjbOZJyZiUqrxRVmKu5

If you are new to W&M or would like a refresher, please be sure to register to attend and block that time off on your calendar. Questions? buywm@wm.edu

Updates to Contract Signature Authority Policy & Procedures

The University has recently updated its Contract Signature Authority Policy and Procedures for Procuring Goods and Services. The policy establishes the individuals authorized to sign university procurement contracts. The policy changes reflect the university's efforts to streamline processes, optimize contract negotiations, provide appropriate legal review, and reduce potential liability for the university and the individuals who contract on its behalf. The goal of the update is to move toward role-based contract signature authority levels, leverage buyW&M system capabilities and workflows, create consistency across departments and reduce the number of signatories on goods and services procurement contracts.

The new policy is effective immediately and can be found here. If you have any questions or comments regarding this notification or signature authority as it relates to procurement contracts, please contact procure@wm.edu for assistance and guidance. The updated delegated authority will require additional training as it relates to the new policy and process for contracts. Information regarding training will be sent under separate cover.

COVID-19 Supplies & Masks

The FM Warehouse has COVID-19 supplies and PPE available for order via the FAMIS Shopping Cart. When ordering KN-95 masks, review & acknowledgement of Voluntary KN-95 Use waiver is required before receiving a mask from the university. Individual purchasers of a KN-95 acknowledge the info in this waiver when placing their order. Building managers coordinating bulk orders should circulate the waiver, noting to faculty or staff that opting in to receive a mask constitutes acknowledgement of the waiver. Please continue to source these products through the warehouse.

buyW&M Update - Split by Amount on Requisitions

buyW&M will now allow for up to 3 splits by amount at the header level of the requisition without failing the validation check. Please review the document in the link below for further information and instructions: buyW&M Update - Split by Amount on Requisition

Recent Contract Activity

For a list of current solicitations, click here.

In Progress

- E-Learning
- International Student Recruitment

Coming Soon

- Lodging & Conference Events
- Vessels—Term Maintenance & Repair
- Admissions Recruitment Software
- · Landscaping Maintenance
- Special Events Rentals



SPCC Reminder

Splitting orders, whether by cardholder OR supplier, to circumvent limits is STRICTLY PROHIBITED and may be cause for card cancellation. If an order has been split by the vendor, the cardholder should reach out to the vendor and notify the Program Administrator to determine next steps.

buyW&M Department Shout Out - Swem Library

We would like to share a note of appreciation to Swem Library for their commitment to embracing the use of the buyW&M system and for making strides in getting their vendors registered and processing purchase orders and payments. They have issued over 540 requisitions and had approvals completed on average of 1.17 days. Swem also has submitted over 820 invoices and been approved to export either without or after resolving issues an average of 2.79 days. Thank you for your hard work and ownership of the university's new system, Swem!

SWaM Spotlight - Batteries Plus Bulbs

Batteries Plus Bulbs provides batteries from the every day to the hard-to-find. A SWaM certified micro and disabled veteran owned business, Batteries Plus Bulbs offers everything from the tiniest coin cell hearing aid battery to batteries that power farm equipment and semi-trucks. Find Batteries Plus Bulbs as an approved vendor in buyW&M.

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 to learn from the questions of others. Zoom link: https://cwm.zoom.us/j ... EU3FicWVJNTJoNEFjUT09

Reminder: Supporting VA's Efforts to Reduce Single-Use Plastic

Executive Order 77 (EO77) requires all state agencies and institutions of higher education to discontinue buying, selling, or distributing certain plastics, including disposable plastic bags, single-use plastic and polystyrene food service containers, plastic straws and cutlery, and single use water bottles.

If you have a question or comment regarding EO77, please use this link to submit. The EO77 Planning and Implementation Teams will continue to communicate with this group as we learn more from the DEQ and encourage you to visit the DEQ website for additional information.