



PROCURE-TO-PAY NEWSLETTER

William & Mary Procurement Services & Accounts Payable

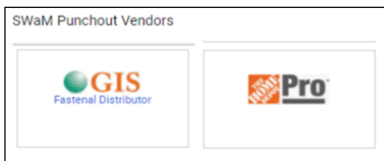
March 2022



March Is Procurement Month!

March is the [official month](#) to recognize all professionals in public purchasing. To celebrate, W&M Procurement Services and Accounts Payable are challenging W&M and VIMS campuses to a procure-to-pay quiz. Are you up to the challenge? Submit your answers through March 31, 2022. Two lucky winners with the correct answers will be randomly selected to receive a prize (not with university funds of course)! Good luck and have fun! https://wmsas.qualtrics.com/jfe/form/SV_8qUxLCC9gr2crbM

New Punchout Vendors in buyW&M



buyW&M has officially launched two more punchout vendors! GIS/Fastenal, a minority, women-owned company, specializing in maintenance, repair and operations (MRO) supplies and Home Depot Pro are two new punchout vendors located on the buyW&M shopping dashboard. Keep on the lookout in the newsletters and Digest posts for more punchouts to go live. If there are any issues/

questions please submit a buyW&M help desk ticket: <https://go.wm.edu/V5GyX2>



Marra Austin Named Chief Supply Chain Officer

From Jackie Ferree, AVP, Business Services & Organizational Excellence: Marra Austin has accepted the role of Chief Supply Chain Officer for the University. Marra comes into this role from Procurement where she was the Director of Procurement. She will create a strategic roadmap for transformational change to merge multiple departments into one collaborative and high functioning operation for a cohesive and client-centric procure-to-pay experience to realize our goal to create a highly efficient business unit that fully supports the University focused on innovation, value generation, and improved outcomes for all constituents.

Marra co-led the overhaul of the university's procurement processes of the newly implemented source to settle system, Jaggaer, branded buyW&M. The system was completely configured and implemented during pandemic operations. Marra' experience across Virginia for her work at VCU Health Systems and the Jamestown-Yorktown Foundation to her 10 years' experience at W&M in all of the areas she will bring together will allow her to create a best-in-class supply chain organization to position the institution for growth and agility using best practices supported by strategic decision making that enable the University to expand in the most efficient way.

Marra is both a Certified University Procurement Officer and a Virginia Contracting Officer, she is currently pursuing her Master of Business Administration from William & Mary and received her Bachelor of Business Administration from Virginia Commonwealth University. Congratulations, Marra!

Recent Contract Activity

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

In Progress

- E-Learning
- International Student Recruitment
- Lodging & Conference Events

Coming Soon

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

EO77 Update: New Commodity Code in buyW&M

To help properly report single use plastics purchases as mandated by Executive Order 77, buyW&M system administrators established a new commodity code (521515, SUP, SINGLE-USE PLASTICS & STYROFOAM) for use when purchasing [single use plastics](#) for university business. Punchout orders have already been updated to populate the commodity code when purchasing these types of products. Please be sure to reference the commodity code when ordering non-catalog items for required state reporting purposes.

buyW&M Open Lab 101 Available in Cornerstone

Video recording of the buyW&M Open Lab 101 held on Feb. 24, 2022, is now available in [Cornerstone](#). The open lab is an intro to the buyW&M system intended both for those new to W&M and anyone who would like a refresher. To access the training, keyword search “open lab” in Cornerstone.



Department Shout Out - VIMS Central Purchasing

We would like to recognize the VIMS Central Purchasing team made up of: Carol Birch, Maxine Butler, Gail Holloman, and Grace Tisdale for their full on engagement and assistance with processing over 1,447 requisitions and 900 invoices in buyW&M. These four individuals have managed to provide an effective shared service model for reviewing and submitting carts for 110 unique shoppers in 17 different Academic Departments and Centers. Thank all of you Carol, Maxine, Gail, and Grace for your dedication and adaptiveness to the new process and system!

buyW&M Reminder

Reminder: Before submitting a request to add a new vendor, check the system to see if the vendor has already been invited or is already active. This will avoid duplicates 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>