



PROCURE-TO-PAY NEWSLETTER

William & Mary Procurement Services & Accounts Payable

May 2022

buyW&M Help Process



Due to the high volume of traffic through various channels for buyW&M assistance, effective 5/5/2022, all internal buyW&M requests will be required to be sent through the buyW&M help desk ticketing system found on wm.edu/buywm or by calling the buyW&M helpline (757-221-3954) to ensure a prompt response from the appropriate contact. Also, issues may be brought to the open office hours held via Zoom Wednesdays from 2:30 – 4 pm.

Please refrain from sending messages via Teams to buyW&M administrators or email buywm@wm.edu unless it is for an emergency. If you are having issues with a vendor registration, you can refer your vendor to the buyW&M email or buyW&M help desk telephone line.

Reminder for New ePayables Vendor: Paymerang

William & Mary/VIMS is excited to announce we are partnering with a new ePayables vendor, Paymerang, to provide more robust payment services beginning in May, with an official transition no later than July 1, 2022. Paymerang has an extensive supplier network with over 600,000 suppliers nationwide who receive payments through their network.

Paymerang will be contacting our W&M and VIMS vendors when an invoice is submitted to them for payment. If the vendor is already enrolled in the Paymerang network, they will receive payments automatically and no further action is needed. If they are new to the network, they will have the opportunity to select from a variety of payment methods that best meet the needs of their organization. You will continue to submit and/or approve your invoices as normal in buyW&M, the only change is actual payment processor. If the vendor does not enroll in an ePayables option, Paymerang will issue a check.

We are excited to bring this new innovation to our vendors – with more payment options and flexibility. We appreciate your support and value our vendor relationships – this transition will help to more efficiently onboard different payment options for our vendors.



FY22 Year End Dates

Additional information has been posted in Accounts Payable Note 3 for Deadlines for buyW&M Purchase Order Invoices for the FY22 Closing Dates. Find this and more information on closing dates on our website: <https://www.wm.edu/offices/financialoperations/announcements/fy22yearendclosing.php>

Please review and contact apdept@wm.edu with any questions.

Recent Contract Activity

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

In Progress

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

Coming Soon

- Vessels—Term Maintenance & Repair
- Admissions Recruitment Software
- Landscaping Maintenance
- Strategic Services



Procurement & AP (Supply Chain) Training Survey

We want to hear from you! The Supply Chain team is in the process of generating training tools associated with buyW&M and fundamentals of Procurement and Accounts Payable, also known as Supply Chain. Please complete this brief Qualtrics survey about preferences on training for procurement and accounts payable in order to assist the team in providing more meaningful and comprehensive content in generating requisitions, orders, direct payments, reimbursements and more.

Find the survey here: https://wmsas.qualtrics.com/jfe/form/SV_bEF72Kca7MDtyKO

Coming This Fall: Procure-to-Pay Forum & ATG Tasting Event



The Procure-to-Pay Forum will be back and in person for 2022! Hear the latest from Procurement Services and Accounts Payable, and have a chance to ask questions and share feedback with our team.

Following the Forum, attendees are invited to a menu tasting featuring America To Go caterers. Meet local restaurant & catering vendors, learn about their businesses, and sample a variety of delicious food options.

Coming this fall — more information coming soon!



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

Visit us online at www.wm.edu/offices/procurement (procurement)
and www.wm.edu/offices/financialoperations/ap/index (accounts payable)