



PROCURE-TO-PAY NEWSLETTER

William & Mary Supply Chain Services

September 2022

Supply Chain Services Forum & ATG Tasting



Thank you to everyone who attended the Supply Chain Services Forum & ATG Supplier Tasting Event! This presentation, including slide deck, Q&A, and video may now be found in [Cornerstone](#), keyword search “procure to pay forum”.

Special thank you to the food vendors that attended the ATG event: Baker’s Crust, Carrabba’s Italian Grill, Carrot Tree Kitchens, Cookie Text, Divine Lunches, Extraordinary Cupcakes, Mellow Mushroom, Illy Caffe, Which Wich, and Panera. Find full menus for each food vendor in [America to Go](#).



Special thanks to [TSRC](#), [Hackworth Reprographics](#), and [TK Promotions](#) for also attending this event.

We’d love to hear your feedback! Please take a moment to [complete this survey](#) to share your thoughts on this event.

New ATG Vendor: Panera Catering



A message from Panera Catering:

Panera Catering is excited to now be a part of the America To Go (ATG) network for William & Mary! Elevate your next meeting or event with Panera’s versatile menu — from fresh salads to hot sandwiches to a hearty breakfast. We have many solutions to feeding your hungry teams throughout the year. Ordering is available through <https://catering.wm.edu>. If you need additional assistance in planning, please don’t hesitate to reach out to us: Andrea Francis, Sr. Catering Sales Manager, (202) 679-6639 or andrea.francis@panerabread.com.



SWaMfest 2022

SWaMfest is returning this year in person! SWaMfest is the Commonwealth’s premier networking, educational, and professional development event for small, women-owned, and minority-owned SWaM businesses. This year’s event will take place October 26-27, 2022 in Richmond, VA.

Tickets for W&M employees may be registered using the link and code below to access the early bird rate of \$99 (regular cost \$149).

Code: VASSWM22

Link: <https://events.bizzabo.com/swamfest2022/home>

Recent Contract Activity

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

In Progress

- E-Learning
- Lodging & Conference Events
- Special Events Rentals
- Strategic Services
- Landscaping Maintenance
- Admissions Recruitment Software

Coming Soon

- Vessels—Term Maintenance & Repair

New Request Forms in buyW&M

External Ship To Address - This address will only be valid for the current Fiscal Year and will need to be re-requested if to be used in following Fiscal Years. The address should only be used for non-catalog and/or Amazon punchout purchase orders. All other orders will need to be shipped to a campus address. If an international address is needed, please submit a [buyW&M ticket](#)

buyW&M Profile Update - Used to update active user's buyW&M profile to elevate role (Requester/Approver), Ship To and Bill To addresses



Lunch & Learn - Supplier Diversity

Special thank you to the Office of Diversity & Inclusion for the recent Supplier Diversity Lunch & Learn! We appreciated the opportunity to discuss SWaM vendors, increasing supplier diversity at W&M and providing potential opportunities to our local businesses through education and outreach.

Speaker Agreement Reminder

The Speaker/Presenter/Performing Artist Agreement Request is now active in buyW&M. Please use this contract request form to process future Speaker/Performers coming to W&M/VIMS. If you already have an agreement signed prior to this new process, you do not have to reenter into buyW&M as a Speaker request.

SPCC Reminder

SPCC requests and usage should be minimal as buyW&M will be utilized for the purchase of goods and services. Procurement Services will review all card requests, which is why you should reach out to the Program Administrator ([Brandon LaDieu](#)) before completing training or an application to ensure a card request will be honored. Once eligibility has been approved by the PA, SPCC training must be completed through Cornerstone before submitting a card application. Card Applications submitted before approval and training completion will be denied.

buyW&M Virtual Office Hours

For help with a specific scenario in buyW&M, stop in during the buyW&M Zoom office hours every other Wednesdays from 2:30 - 4:00 for assistance. Dates will be announced in the Digest. Find Zoom link [here](#).

Reminder: Amazon Purchases & IT

William & Mary discourages purchases from Amazon for the following reasons:

- 1) We currently have cooperative agreements in place with TSRC (for office supplies and cleaning products), Apple, CDW-G, Dell, SHI International, B&H, ThunderCat and others for IT products and services. For these agreements, terms and conditions have already been resolved, reduced pricing is in effect and a rebate structure is in effect for purchasing volume. Punch-outs are available.
- 2) IT hardware must be purchased from authorized resellers and meet the requirements established by IT. All technology purchases must be approved by IT prior to making the purchase. Unauthorized equipment will not be supported by IT.
- 3) There may be unknowns associated with Amazon purchases. In some cases the warranty and return policy may be inadequate compared to those offered by an authorized supplier.

It is to our benefit to work together to ensure that the appropriate procurement terms, warranty and volume pricing are in place with every order. Please do not hesitate to contact procure@wm.edu should you have any questions.

Coming Soon: Worth Higgins

In the coming weeks, Taylored Printing Company will become part of Worth Higgins & Associates. Once finalized, Worth Higgins will be available as a strategic print vendor in buyW&M. The procurement office will announce when the process is complete. Stay tuned!

New Punchout Vendor in buyW&M



Eppendorf is now available for punchout ordering in buyW&M! Eppendorf offers instruments and consumables for liquid-, sample-, and cell-handling in laboratories. Please use this method for future orders through this vendor.