



PROCURE-TO-PAY NEWSLETTER

William & Mary Supply Chain Services

August 2022

Supply Chain Services Forum & ATG Tasting



Join us **Thursday, September 15, 2022, from 10:00a.m. - 11:30 a.m.** in the Sadler Center Commonwealth Auditorium to hear the latest from Procurement Services & Accounts Payable. Following the Forum, attendees are invited to move to Sadler Center Chesapeake A from 12:00 p.m. - 1:00 p.m. for a menu tasting featuring America To Go caterers. We are looking forward to the opportunity to meet on campus for this event!

Please register in advance here: https://wmsas.qualtrics.com/jfe/form/SV_daHjE7ntzOzN5Pw

New Punchout Vendor in buyW&M



MilliporeSigma (previously Sigma-Aldrich) is now available for punchout ordering in buyW&M! MilliporeSigma offers biochemicals and reagents for life science research and discovery. Please use this method for future orders through this vendor.



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. For more information visit <https://events.bizzabo.com/swamfest2022/home>

Speaker/Presenter Requests

The Speaker/Presenter/Performing Artist Agreement Contract Request can be accessed via the buyW&M Shopping Dashboard. A guideline and video are available via the [P2P Matrix](#). Please utilize the Speaker Contract Request to generate a speaker/presenter/performer contract. Your request will be processed by Procurement and a contract will be sent directly to the speaker for signature from buyW&M. You will receive confirmation and the executed contract back via buyW&M. For questions, email procure@wm.edu.

Announcements Page

Interested in upcoming events and dates of interest for Supply Chain Services? Visit our [Announcements](#) page for all the latest in Procurement Services and Accounts Payable!

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

Lunch & Learn - Supplier Diversity



Join us for an Office of Diversity & Inclusion Lunch & Learn for Supplier Diversity on Wednesday, 8/31/22, from 12:00 – 1:30 p.m. Come learn how to find SWaM vendors with W&M contracts, ways you can contribute to increasing supplier diversity at W&M and providing potential opportunities to our local businesses through education and outreach. This workshop will be facilitated by the Procurement Office.

Reminder: New buyW&M CR Reimbursement Vendor Request Process

We heard your feedback and now have a new process for individuals needing to be reimbursed via Chrome River that allows you to securely obtain the vendor's tax document and complete the vendor request on the individual's behalf. All of the User Guides regarding the process, including the DocuSign links to obtain an electronically signed W9 or W8-BEN from the individual can be found in Box under the buyW&M Documentation—Vendor Request and Update Processes folder (Individual links are listed below). Special thanks to the law school for their insight and collaboration!

Step 1: DocuSign W9_W8 Dept Staff Instructions

<https://wm1693.app.box.com/file/983309523750>

Step 2: DocuSign W9 or W8BEN Vendor Instructions

<https://wm1693.app.box.com/file/983307292182>

Step 3: buyW&M CR Reimbursement Request User Guide

<https://wm1693.app.box.com/file/983340756139>

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. Zoom link: <https://cwm.zoom.us/j/...EU3FicWVJNTJoNEFjUT09>