



PROCURE-TO-PAY NEWSLETTER

William & Mary Supply Chain Services

December 2022

Happy Holidays from Supply Chain Services



Wishing all in the W&M and VIMS communities a very happy holiday season and winter break!

buyW&M Help Desk

Need help with buyW&M? As a reminder, if you are an employee of VIMS/William & Mary and have a question or issue regarding buyW&M, you may submit a buyW&M Help Desk Ticket at the following link: <https://go.wm.edu/V5GyX2>

Vendors who need help with buyW&M and are not employees of the University may reach out to buywm@wm.edu.

Opportunities in Accounts Payable

The Accounts Payable Department is looking to fill two vacant Senior Accounts Payable Specialist positions. If you or someone you know is interested in applying please apply through <https://jobs.wm.edu/postings/51328>.

Coming Soon! Updates to IC/Consultant Process

Having trouble determining when the services being provided are an Independent Contractor (IC) or an External Consultant? If the answer is yes or sometimes, we have great news! Starting in the new year, the current IC assessment will be updated to reflect contractor/consultant assessment. It will include questions to determine whether an external consultant and provide guidance on how to proceed based on the information from the completed assessment from the department. The IC agreement and assessment will still function the same once submitted. A user guide will supplement these changes and will be announced to campus once in production. We look forward to bringing this enhancement to campus to provide additional guidance to our campus departments!

Recent Contract Activity

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

In Progress

- E-Learning
- Strategic Services
- Student Search Services for Undergraduate Admissions
- Vessels—Haul-out, Term Maintenance & Repair
- Dining Services

Recently Awarded

- Lodging & Conference Events
- Landscaping Maintenance
- Special Events Rentals

Coming Soon

- eCommerce Catering
- Dorm Furniture Rental Program

ATG Updates & Reminders

Service and Staffing Charges: W&M differentiates between Service charges and Staffing charges. Staffing fees are considered Skilled Services (coded 712680) and apply to any type of staffing or bartender fees that are charged on catering/business meal invoices. Staffing charges are not part of per diem, as this is a service and not food or beverages.

Service fees are included in the regular business meal code (712640) for prepared food. Service charges are included in per diem cap, as these are usually a bundle of all of the admin fees associated with the order.

Listing Attendees: For business meals for 10 or less attendees, the full name and affiliation is required to be included on the ATG order.



Guidance on Gift Policy

Under state law, a university employee may not accept any gift, even of nominal value, that tends to influence an employee in the performance of their university job. It is prohibited to accept gifts from current or potential vendors. Gifts from other sources (colleagues, professional networks) may be permitted if the gift is valued at less than a specific dollar amount. Disclosure of the acceptance of non-vendor gifts to you as a university employee to the Conflict of Interest Committee is required under the Conflict of Interest Policy. Questions? Email procure@wm.edu

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 for virtual office hours will be announced in the Digest. Find Zoom link [here](#).