

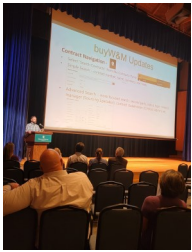


PROCURE-TO-PAY NEWSLETTER

William & Mary Supply Chain Services

January 2023

Save the Date: Procure-to-Pay Forum



You are invited to attend the Spring 2023 Procure-to-Pay Forum presented by William & Mary Supply Chain Services. Join us on Thursday, April 20, 2023 from 9:00 -10:00 in the Sadler Center Commonwealth Auditorium. 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, enjoy a Vendor Fair featuring SWaM suppliers from 10:00 - 12:00 in Sadler Center Chesapeake A. Meet local vendors to learn about their businesses and what they provide to W&M. Please note that this event is for non-food vendors.

To RSVP for this event, please [click here](#).

Lodging & Catering Contract Approval Process

Lodging and Catering contracts initiated in buyW&M that are signed and approved by Procurement Services must be approved by the Travel Office. This action ensures that the contracted amounts are within policy daily limits and have the proper approvals prior to the final approval of the contract.

A Lodging and Contract Cover Sheet must be used when submitting the approval for the review. The forms can be found on the [Travel Program Website](#).

This approval process excludes contracts conducted through Conference Services.

Equipment Trade-Ins and Removals

In the instance there is a trade-in or extraction and disposal of equipment, departments are requested to please contact Chris Morgan clmorgan@wm.edu, in Surplus. This must be done for any equipment removals **before the equipment is removed from the college.**

The Surplus Department will take the department through the steps for proper removal of state property according to state guidelines.

Enterprise Guest & Personal Use Rentals

For W&M guests and personal use Enterprise rentals, please use ID #21A6661, pin: WMP as stated on the [Rental Vehicles](#) webpage.

Use of the Enterprise Business Rental ID #XZ21032 without a unique direct billing account number will require payment with the driver's credit card at the time of pick up. Taxes are applicable in this instance and may be reimbursed through Travel. For more information, see the Transportation section under [Travel Policy](#).

Recent Contract Activity

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

In Progress

- Aerial Imaging Services
- 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

- Dorm Furniture Rental Program
- Print Management Service
- Strategic Print Services
- Binding Service



Construction Corner

We're beginning a new running feature to highlight campus construction! Update for January:

- On February 1, Skanska will be starting construction on the "Integrated Science Center – Phase 4."
- The Kaplan Arena Renovation & Addition Project starts at the end of the second week in February

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.

ATG Reminders

Ordering: As a reminder, ATG orders must be approved by a designated ATG approver. An order may not be placed and approved by the same person.

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

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](#).