



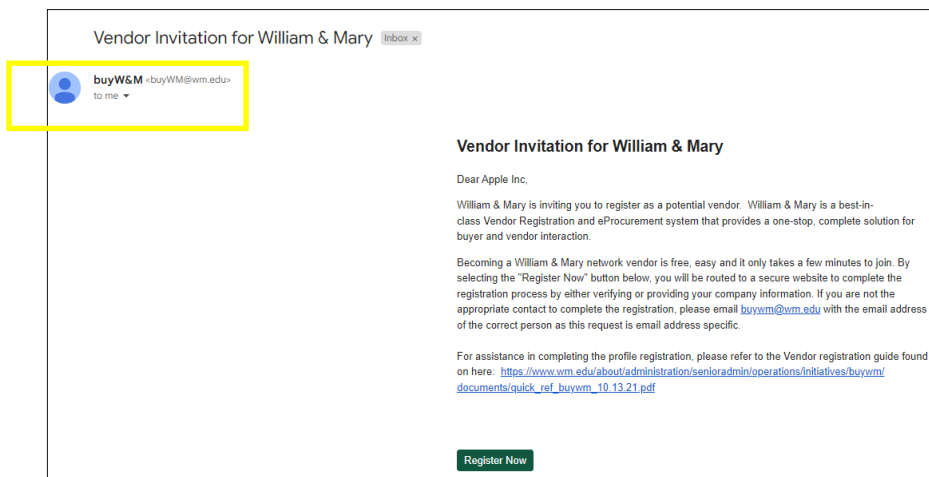
# PROCURE-TO-PAY NEWSLETTER

William & Mary Supply Chain Services

February 2023

## buyW&M System Email Change

Thanks to our partners in the Information Technology department, the email for vendor registrations and PO deliveries has been updated to [buywm@wm.edu](mailto:buywm@wm.edu). This update will hopefully reduce the questions of validity with system generated emails sent to our external customers as well as reduce emails being sent to spam or junk folders. The new vendor invitation will appear as follows:



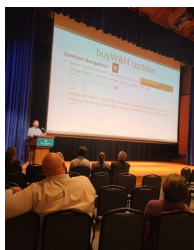
### Welcome, Stephanie!



Stephanie Murray has joined our Supply Chain Services team as a Senior Accounts Payable Specialist. Stephanie grew up in Williamsburg and still resides here with her husband, Shawn, their two kids and two dogs. Stephanie brings with her accounts payable experience as well as vendor knowledge as she previously worked as an office admin for a wholesale Christmas light company. She enjoys her spare time by paddle boarding, going to the beach, baseball games (Go Braves!), adventures with her family and friends and gardening. She is excited to join the

Supply Chain Services team at William & Mary and looks forward to meeting new people!

### 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 procurement and accounts payable updates, and have a chance to ask questions and share feedback with our team.

Following the Forum, enjoy a SWaM Vendor Fair 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](#).

## Recent Contract Activity

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

### In Progress

- Aerial Imaging Services
- Strategic Services
- Vessels—Haul-out, Term Maintenance & Repair
- Dining Services

### Recently Awarded

- Lodging & Conference Events
- Student Search Services for Undergraduate Admissions

### Coming Soon

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

## Hammermill Recycled Paper Currently Unavailable

Due to disruptions in production, Hammermill recycled paper is temporarily unavailable for purchase in buyW&M. TSRC has advised users to select the American Eagle Recycle, item AME31600502 as a substitute. For questions, email [procure@wm.edu](mailto:procure@wm.edu).

## America To Go Reminders

- 1) ATG orders must be approved by a designated ATG approver. An order may not be placed and approved by the same person.
- 2) 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 Single Use Plastics

William & Mary has made a commitment to discontinue buying, selling, or distributing certain plastics, including disposable plastic bags, single-use plastic and polystyrene food service containers, plastic straws and cutlery, and single use water bottles. For information on single use plastic alternatives, visit: [https://www.wm.edu/offices/sustainability/resources\\_guides/single-use-plastics/index.php](https://www.wm.edu/offices/sustainability/resources_guides/single-use-plastics/index.php)

## March Is Procurement Month!

We are once again celebrating Procurement Month with a fun quiz to test your Supply Chain Services knowledge! Look for the quiz in the Digest and email in the coming weeks. Winners will receive a prize!

## buyW&M Help Desk

Need help with buyW&M? If you are an employee of VIMS/W&M and have a question or issue regarding buyW&M, you may submit a buyW&M Help Desk Ticket here: <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](mailto:buywm@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 Wednesday from 2:30-4:00. Dates for virtual office hours will be announced in the Digest. Find Zoom link [here](#).



### Construction Corner

The [Kaplan Arena Renovation & Addition Project](#) and the [Muscarelle Museum Expansion and Renovation](#) are scheduled to start this month. For questions, email [procure@wm.edu](mailto:procure@wm.edu).

### Supply Chain Resources

[Procure-to-Pay Matrix](#)

[Finance Forms & Instructions](#)

[buyW&M User Guides](#)