



# PROCURE-TO-PAY NEWSLETTER

William & Mary Supply Chain Services

March 2023

## Procure-to-Pay Forum & Supplier Diversity Expo



Join us on Thursday, April 20, 2023 from 9:00 -10:00 in the Sadler Center Commonwealth Auditorium for the spring Procure-to-Pay Forum. Hear the latest updates from Supply Chain Services and have a chance to ask questions and share feedback with our team.

Following the Forum, enjoy a Supplier Diversity Expo from 10:00 - 12:00 in Sadler Center Chesapeake A/B/C. Meet over 25 local SWaM vendors to learn about their businesses and what they provide to W&M. **This event will now include several food vendors!** For more info, [click here](#).

### buyW&M Consolidated User Guide

Based on feedback from campus buyW&M users, we have created a single buyW&M user guide which consolidates all the various guides into one, searchable document! This guide can be accessed via the buyW&M Documentation Box folder: <https://wm1693.box.com/s/53pu2ete45ji1feb25ts1nlyssg0mpj6>

### Speaker Agreements

Moving forward, all speaker agreements must be generated in buyW&M. The last day old speaker forms will be accepted is May 1, 2023. If the speaker is not fully registered in buyW&M, they will need to be fully registered before proceeding with the agreement.

### FY23 Year End Closing

The FY23 closing schedule may be found [here](#). Email [procure@wm.edu](mailto:procure@wm.edu) for any questions.

### March Is Procurement Month!

There's still time! To celebrate March as Procurement Month, Supply Chain Services is challenging W&M and VIMS campuses to a procure-to-pay quiz. Submit your answers through end of day on March 31, 2023. Two lucky winners with the most correct answers will be selected to receive a prize! [Click here to access the quiz](#). For an extra credit crossword, email [procure@wm.edu](mailto:procure@wm.edu). Show us your Supply Chain skills ... Good luck and have fun!

## Recent Contract Activity

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

### In Progress

- Strategic Services
- Dining Services

### Recently Awarded

- Lodging & Conference Events
- Student Search Services for Undergraduate Admissions
- Vessels—Haul-out, Term Maintenance & Repair
- Aerial Imaging Services

### Coming Soon

- Dorm Furniture Rental Program
- Print Management Service
- Strategic Print Services
- Binding Service
- Moving & Relocation Services

## America To Go Reminders

Supply Chain Services would like to remind all ATG system users of the following:

- 1) If the meal exceeds per diem, a valid justification for exceeding per diem is required to be included along with the business purpose of the meal.
- 2) Ensure the correct and appropriate Business Meal Function is selected for the order. Appropriate Food and Beverage Functions can be found in the [Business Meal Policy](#).
- 3) If there are 10 or less attendees, the full name and affiliation of each attendee must be provided on the ATG order.
- 4) If you are working with a vendor to create a custom order, please ensure you can give all required information (business purpose, index, activity code, etc.) at the time of the order. We are finding many orders with missing items that cannot be processed.

## Bright Ideas Is Now MSP Design Group

Please note that Bright Ideas is now part of TDI LLC doing business as [MSP Design Group](#), a top promotional products distributor based in Virginia Beach. Like Bright Ideas, MSP Design Group is a SWaM vendor and VASCUPP contract holder. Moving forward, current contract COOP19-1999 remains the contract number to reference on purchase orders. The primary contact will be Diane Wickum, [diane@mspdesigngroup.com](mailto:diane@mspdesigngroup.com) or 833-978-0076. For any issues or questions regarding this change, please email Rebecca Kinkead at [rlkinkead@wm.edu](mailto:rlkinkead@wm.edu). Thank you for your continued support of W&M's contracted supply base.

## Update to buyW&M Virtual Office Hours

buyW&M office hours will be moving to last Wednesday of every month from 3-4pm. Please continue to submit issues and questions to the buyW&M Help Desk <https://go.wm.edu/V5GyX2> or call the help line 757-221-3954.



### Construction Corner

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

### Supply Chain Resources

[Procure-to-Pay Matrix](#)

[Finance Forms & Instructions](#)

[buyW&M User Guides](#)