PROCURE-TO-PAY NEWSLETTER

William & Mary Supply Chain Services   **April 2023**

Procure-to-Pay Forum & Supplier Diversity Fair

Thank you to everyone who was able to attend the Spring 2023 Procure-to-Pay Forum and Supplier Diversity Fair! The Forum presentation, including slide deck, Q&A, and video recording is now available in Cornerstone, keyword search "procure to pay forum".

Special thank you to our local vendors that attended the Supplier Diversity Fair! Find a list of attending vendors along with links to their websites here. Additional shout out to TSRC for making this event possible as our premier sponsor!

Updates to buyW&M Consolidated User Guide

Updates have been made to the buyW&M consolidated user guide to include processing change orders for internal changes without sending to the vendor (page 68). This guide can be accessed via the buyW&M Documentation Box folder: https://wm1693.box.com/s/53pu2ete45ji1feb25ts1nlyssg0mpj6

Spring Reminders

- SPCC Reminder: Prior to making a purchase on the SPCC, Cardholders should check buyW&M to see if the vendor is Active. If the vendor is Active in buyW&M, buyW&M should be utilized, not the SPCC.

- Speakers/Performers, Honorarium Recipients, Athletic Officials are to be requested as Fiscal Vendors

- W&M Bookstore and Hackworth (on campus print shop) should be paid via Direct Payment Requests. Purchase Orders are not needed to pay invoices for these vendors.

FY23 Year End Closing

The FY23 closing schedule may be found here. Email procure@wm.edu for any questions.

Procurement Month Challenge Winners!

Congratulations to Kathy Fruncillo and Beth Brown, who both achieved **perfect scores** on the 2023 Procurement Month Quiz! Want to see the answers, and find out overall scores? Find a Box link to the generalized quiz stats and answers here: https://wm1693.box.com/s/g5yzxp3meoi8otxe1ne1qvhwtkn90m7k. Thank you to everyone who participated in our challenge!

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

- Print Management Service
- Strategic Print Services
- Binding Service
- Moving & Relocation Services

SWaM Vendor Spotlight: Elite Culinary Staffing

As commencement season approaches, it is our pleasure to introduce a SWaM firm specializing in temporary labor and workforce development. Need a TIPS certified bartender for your department's commencement celebration? Contact Elite!

Elite Culinary Staffing (ECS) is a VASCUPP contracted, minority-owned, small business certified in business based in Hampton, VA. This company is a food service focused firm, specializing in recruiting, training, and facility management. ECS's mission is to promote qualified and trained culinary professionals to meet the labor demands of the industry.

ECS is an approved and active vendor in buyW&M, VASCUPP contract #242-22-00067-Elite. Contact them at 757-537-4728 and visit their website here: https://www.eliteculinarystaffing.com/

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.

buyW&M Virtual Office Hours

buyW&M office hours are held on the last Wednesday of every month from 3-4pm. Please submit issues and questions to the buyW&M Help Desk https://go.wm.edu/V5GyX2 or call the help line 757-221-3954 during this time.

Construction Corner

The Kaplan Arena Renovation & Addition Project and Monroe Hall Renovations are scheduled to start in May. For questions, email procure@wm.edu.

Supply Chain Resources

Procure-to-Pay Matrix

Finance Forms & Instructions

buyW&M User Guides