



WILLIAM & MARY

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SUPPLY CHAIN SERVICES

PROCURE-TO-PAY NEWSLETTER

William & Mary Supply Chain Services

July 2023

New buyW&M (Jaggaer) Release - 23.2

Jaggaer has released version 23.2 into the buyW&M Production environment. Please see the release notes for areas of impact here: https://www.wm.edu/offices/supplychain/buywm/documents/jaggaer_release_23.2.pdf.

For any questions and issues please submit a buyW&M ticket via <https://go.wm.edu/V5GyX2>.

Diamond Springs/Crystal Springs Water Ordering

Due to the recent acquisition of Diamond Springs by Crystal Springs, we are requesting that all open blanket orders with Diamond Springs to be closed out. Please reduce all open Purchase Orders down to the final paid total via a change request to close out these Purchase Orders, and new Blanket Orders should be placed with the Crystal Springs vendor account. For an alternative to Crystal Springs, The Supply Room offers water cooler rentals which the details can be found here: https://www.wm.edu/offices/supplychain/procurement/tsrc_water_cooler_flyer-wm-6.26.23.pdf

For questions or issues please reach out to procure@wm.edu.

SWaMfest 2023



When: November 1-2, 2023

Where: Richmond, VA

Register Here: <https://events.bizzabo.com/Swamfest2023/>

[SWaMfest@](#) is the Commonwealth's premier networking, educational, and professional development event for small, women-owned, and minority-owned (SWaM) businesses.

SWaMfest features engaging workshops and networking opportunities, enabling SWaM businesses to interact with representatives from VASCUPP institutions, prime contractors, corporations, and other SWaM businesses.

VASCUPP is committed to helping Virginia's SWaM businesses remain strong, vibrant, and successful while connecting them to our purchasing power.

www.wm.edu/offices/supplychain

Recent Contract Activity

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

Recently Awarded

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

In Progress

- Strategic Services

Coming Soon

- Print Management Service
- Strategic Print Services
- Move Management Services



The Supply Chain Services team had a great time at the third annual William & Mary Employee Convocation!

America To Go Reminder

When placing an order through ATG, please ensure that you are selecting the appropriate Function type as described in the [Business Meal Policy](#). Note that Internal Trainings (department wide trainings or retreats) and Employee Appreciation Events (department wide appreciation) may only be held once per semester.



buyW&M Office Hours & Help Desk

For individualized help with buyW&M in specific scenarios, buyW&M office hours are held on the last Wednesday of every month from 3:00—4:00p.m. Join the office hours through this [Zoom link](#).

Need assistance with buyW&M right away? Please 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

[Renovation of Monroe Hall](#) is currently ongoing. This project is expected to be completed by July 1, 2024.

For questions, email procure@wm.edu.

Supply Chain Resources

[Procure-to-Pay Matrix](#)

[Finance Forms & Instructions](#)

[buyW&M User Guides](#)