



PROCUREMENT SERVICES

Newsletter

May 2021

buyW&M Town Hall

Interested in learning next steps on how buyW&M will impact ordering and payment request submittals, as well as vendor onboarding? The most recent buyW&M Town Hall, which took place May 25th, will soon be available in Cornerstone. Hear about the above topics, efficiencies in approval processes and the timeline for implementation from the buyW&M core team. Learn more about the project by visiting the [buyW&M website](#).

Questions? Email buywm@wm.edu.



buyW&M Vendor Onboarding

For those areas that work with vendors to support your department's goods/services/construction needs, the William & Mary buyW&M Vendor Management team needs your assistance! W&M will be migrating to a new procure to pay solution, [buyW&M](#) beginning in fiscal year 2022. To be able to use this system to issue purchase orders or direct payment requests to vendors, those vendors must be active in the buyW&M system.

Please take some time to review the Vendor Onboarding Folder in [BOX](#). If you don't see your commonly used vendors in the spreadsheet, or if the email address is not the correct contact, complete this brief [Qualtrics request](#) providing the vendor's name, 93# and a valid email address for outreach to the vendor to complete the registration process.



SPCC Reminder

Purchases made using the Small Purchase Charge Card (SPCC) should be processed by the vendor by June 7, 2021 to make every effort that the transaction posts to your card account by the close of the June 15th VISA billing cycle. The processing date for charge card transactions is dependent upon the merchant's accounting practices and could take anywhere from 1 to 4 days for the transaction to post and be included in your June statement.

Recent Contract Activity

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

In Progress

- Vessels—Term Maintenance & Repair
- Employee Discounts & Voluntary Benefits
- Skilled Trades
- E-Learning
- Athletic Outbound Ticketing Management/Marketing

Coming Soon

- Financial Services
- Ventilation and Duct Cleaning
- Lodging & Conference Events
- Highland Exhibit Design Services