



PROCUREMENT SERVICES

Newsletter

July 2021

Introducing: buyW&M

On July 6, 2021, buyW&M went live for W&M and VIMS campuses! William & Mary's comprehensive Procure-to-Pay solution, buyW&M, is a "one stop shop" solution designed to maximize operational efficiency and eliminate manual effort while improving the client experience and access to the system.

A few things to remember to get set up:

- Log into [buyW&M](#) Production and make sure your default ship to and bill to addresses are updated. Check out [the Ship to and Bill to address updates guide](#)
- Check vendors that you know you will need to have active in the next 1 – 2 months by using the [Searching Vendors in buyW&M Guide](#)
 - Remember the vendors must be active for shopping in order for purchase orders/direct pays to be issued in the system.
 - Don't see your vendor in the system? Complete the [Vendor Request form](#) to submit the request to get your vendor invited.
- buyW&M Helpdesk. Submit any buyW&M requests for assistance [here](#). VIMS users, please use W&M credentials to submit ticket.

The [buyW&M reminders](#) has information regarding navigating pop up blockers to access the punchout catalogs, checking history tab for requisitions that did not pass the budget check, how to search for invoices and more.

Check [here](#) for additional announcements for buyW&M as well.



buyW&M Town Hall - July 28th

Join the buyW&M team on 7/28/2021 from 2:30 - 4:00 p.m. for a review of key buyW&M concepts and processes based on user questions since campus launch. Register for the buyW&M Town Hall [here](#).

After registering, you will receive a confirmation email containing information about joining the meeting.

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
- Highland Exhibit Design Services

Coming Soon

- Financial Services
- Ventilation and Duct Cleaning
- Lodging & Conference Events



SPCC Reminder

Bank of America representatives should never ask you to provide your full 16 digit card number during a phone call or email. If the full card number is requested from you, please do not provide the number, and promptly let your program administrator know.

The screenshot shows a Zoom meeting interface. On the left, a presentation slide titled "buyW&M Scope" is displayed. The slide contains a list of topics and a flowchart. The list includes: Vendor Create Process, Requisitions/POs (with sub-points: Trade-In, Waiver Requests), Goods/Services Receiving, PO Invoicing, Check Requests (with sub-points: Direct Pays, Honorariums, Student Payments, Reimbursement/Refunds), Other tasks/forms (with sub-points: ETF Request, Contracts), and Sourcing. The flowchart shows "buyW&M" at the top, branching into "Sourcing", "Purchase Orders", "Vendor Create", and "Payables". Below these are "Contracts", "Receiving", "ETF Requests", "Invoicing", and "Check Requests". On the right, a list of participants is visible: Erin Moskalski, Debrah Pelata, Cindy Hendry, Dana Kibbey, Catherine Frelling, Joni Carlson, and Becka Marshall.

Training Available in Cornerstone

If you missed a buyW&M Town Hall or Open Lab Training, or if you would like to review the topics again, Zoom video recordings are available in [Cornerstone](#). Once logged into Cornerstone, keyword search “buyW&M” to access these sessions. Email buyWM@wm.edu with any questions on accessing training.

Reminder: Vendor Create Process Change

In order for purchase orders and direct payment requests to be completed, vendors must be active in the buyW&M system. Effective 6/15/21, the DocuSign Vendor Create Form is replaced by the new buyW&M Vendor Create process. For instructions on the new process, please visit [the buyW&M Vendor Management page](#).

Visit us online at www.wm.edu/offices/procurement or email procure@wm.edu

How do I make a purchase...? Check the P2P Matrix as your first stop: <https://procuretopay.wm.edu/>