



PROCUREMENT SERVICES

Newsletter

August 2021

Buying COVID Supplies & PPE for Fall Semester

The [Facilities Management Warehouse](#) has available stock of COVID supplies and PPE to order through the FAMIS Shopping Cart. Available supplies include: hand sanitizer, disinfecting wipes, disinfectant spray, reusable cloth masks, disposable masks, isopropyl alcohol spray and wipes for IT cleaning.

Departments should continue to source these products through the warehouse before purchasing from other suppliers. As a reminder, any N95 masks that are purchased by the university must be approved by EH&S prior to purchase and required users are enrolled in the Respiratory Protection Program.



Amazon Purchasing Through buyW&M

University purchasers are now asked to log into [buyW&M](#) to procure goods & services. buyW&M's Amazon punch-out catalog links to your existing Amazon account and will allow you to place orders for on-campus delivery.

When checking out using Amazon's punch-out catalog, you will need to select a general address for the Williamsburg or VIMS campus (115 Grigsby Dr. or VIMS Shipping & Receiving 1370 Greate Rd.) to bring the order into buyW&M. Once the order moves from Amazon to buyW&M, you can specify an exact shipping address from the list of addresses provided during the buyW&M check-out process.

The purchase of digital media and the requirement to ship off-campus must route directly through Amazon's website outside of the buyW&M system. This requires the purchaser to be setup with "Direct Access" in our Amazon Business Account. If you do not have direct access and have a need to purchase digital media or ship to an off-campus location, please reach out to procure@wm.edu to request access. After access has been granted, you may place an order by logging into your Amazon account through www.amazon.com and completing the order with your SPCC. The purchase of digital media and/or the requirement to drop-ship orders off-campus are the only times when it is permissible to order through Amazon outside of the buyW&M system.

While Amazon is being more widely promoted for use than it has been in the past, mandatory use vendors have not changed. Specifically, office supplies must still be purchased through the university's mandatory contract vendor [TSRC](#).

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

Recent Contract Activity

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

In Progress

- Vessels—Term Maintenance & Repair
- Skilled Trades
- E-Learning
- Highland Exhibit Design Services

Coming Soon

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



SPCC Reminder

When requesting a SPCC limit increase and/or restriction lift remember to include the following in your email request: specific business justification, amount of the increase and/or restriction to be lifted, date the account should return to its original settings, and Approver's email approval. The email request must include the above mentioned items before the changes can be processed.



Looking for Support with buyW&M?

- [buyW&M Helpdesk](#). Submit any buyW&M requests for assistance here. VIMS users, please use W&M credentials to submit ticket.
- [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.
- [buyW&M Announcements](#) has a list of any news and updates you would like to review again.
- buyW&M Training 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.



Let us hear from you! Do you have feedback on our newsletter, or other procurement related comments? Do you wish to see specific topics addressed in future editions? We welcome you to take our [Feedback Survey](#) and let us know what's on your mind.