



PROCURE-TO-PAY NEWSLETTER

William & Mary Procurement Services & Accounts Payable

April 2022

FY22 Year End Dates for buyW&M PO Invoices



Additional information has been posted in Accounts Payable Note 3 for Deadlines for buyW&M Purchase Order Invoices for the FY22 Closing Dates. Find this and more information on closing dates on our website: <https://www.wm.edu/offices/financialoperations/announcements/fy22yearendclosing.php>

Please review and contact apdept@wm.edu with any questions.

Procurement & AP (Supply Chain) Training Survey

We want to hear from you! The Supply Chain team is in the process of generating training tools associated with buyW&M and fundamentals of Procurement and Accounts Payable, also known as Supply Chain. Please complete this brief Qualtrics survey about preferences on training for procurement and accounts payable in order to assist the team in providing more meaningful and comprehensive content in generating requisitions, orders, direct payments, reimbursements and more. Find the survey here: https://wmsas.qualtrics.com/jfe/form/SV_bEF72Kca7MDtyKO

New ePayables Vendor: Paymerang

William & Mary/VIMS is excited to announce we are partnering with a new ePayables vendor, Paymerang, to provide more robust payment services beginning in May, with an official transition no later than July 1, 2022. Paymerang has an extensive supplier network with over 600,000 suppliers nationwide who receive payments through their network.

Paymerang will be contacting our W&M and VIMS vendors when an invoice is submitted to them for payment. If the vendor is already enrolled in the Paymerang network, they will receive payments automatically and no further action is needed. If they are new to the network, they will have the opportunity to select from a variety of payment methods that best meet the needs of their organization. You will continue to submit and/or approve your invoices as normal in buyW&M, the only change is actual payment processor. If the vendor does not enroll in an ePayables option, Paymerang will issue a check. This process is for vendor payments only. Wires, foreign drafts and check payments to foreign vendors will remain the same and processed by the W&M Disbursements office for payment. Student & employee payments and payments processed under the VIMS and W&M 93 numbers will be excluded as well. Please continue to use the check held for pickup process as outlined in the buyW&M user guides as these payments will not be sent to Paymerang for processing.

We are excited to bring this new innovation to our vendors – with more payment options and flexibility. We appreciate your support and value our vendor relationships – this transition will help to more efficiently onboard different payment options for our vendors.



Procurement Month Quiz Winners!

Thank you to everyone who participated in last month's Procurement Month Quiz! Of the participants who answered the most questions correctly, two names were selected, and the winners are Anjella Russell and Tyler Walinsky.

Congratulations!



Recent Contract Activity

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

In Progress

- E-Learning
- International Student Recruitment
- Lodging & Conference Events
- Special Events Rentals

Coming Soon

- Vessels—Term Maintenance & Repair
- Admissions Recruitment Software
- Landscaping Maintenance

Ordering Business Cards

VCE has recently announced they are no longer printing business cards. If you have been utilizing their service for your business card needs, the templates are no longer available. Business cards can be ordered through one of the 3 mandatory print vendors: Hackworth Reprographics (The Print Shop), B&B Printing, and Liskey & Sons. Find information on printing business cards on the [procurement website](#) or search “business cards” in the buyW&M Quick Search bar.

TSRC Paper Pricing

Due to unstable market conditions, including supply chain disruptions related to raw materials, downtime at mills and transportation challenges, TSRC is unable to hold pricing on paper. On May 1, 2022, TSRC’s paper costs will increase by 6%. Please find an updated paper pricing sheet through [this link in Box](#).

Procurement Value Add Testimony

From Marc Kelly and Don Fraasch, Facilities Management: The management of vendor contracts is sometimes trickier than you might think. In Facilities, we have some vendor relationships that span more than a decade. Inevitably, personnel, markets, and the overall dynamic of the University’s needs will change. As the University grows, so do our mission and values. Sometimes we need to “hit the reset button” with our vendors and ensure they meet expectations and share in our vision. This is when the procurement team becomes extremely helpful. I recently needed to “hit the reset button” with a vendor, and the help I received from Feleasha Sherfy and the entire supporting team of procurement was invaluable. The FM Fire Maintenance team and the vendor learned valuable information that helped bridge communication gaps and strengthen our relationship for the foreseeable future. The entire experience helped me and others involved realize how powerful an ally the procurement team can be to help strengthen the partnerships we share with our vendors.



buyW&M Shout Out: Gail Pascaris

We would like to recognize Gail Pascaris, Fiscal & Data Manager in Arts & Sciences, for her leadership and assistance in helping all departments within Arts & Sciences with buyW&M. Gail has been a pivotal asset to the success of buyW&M from the early onset of testing and implementation to enhancing and streamlining processes such as integrations with Qlik (Expense ID field) and approvals. Since the launch of buyW&M, Gail has helped process 172 requisitions and 310 invoices. She continues to bring questions, issues, and ideas to buyW&M office hours each week, which has helped, bring buyW&M closer to its full potential. Thank you Gail for all you have done to help Arts & Sciences and buyW&M!

ATG Reminder

Reminder: The full name and affiliation to W&M is required to be provided for 10 or less participants in [America To Go](#). Example: An order for 10 requires ALL names & affiliation to be provided on the order. Questions? procure@wm.edu.

buyW&M Virtual Office Hours

For help with a specific scenario in buyW&M, stop in during the buyW&M Zoom office hours on Wednesdays from 2:30 - 4:00 for assistance. Zoom link: https://cwm.zoom.us/j/..._EU3FicWVJNTJoNEFjUT09