



# PROCURE-TO-PAY NEWSLETTER

William & Mary Supply Chain Services

August 2023

## On-Campus Mobile Food Vendors

Interested in having a mobile food vendor park and operate during a departmental, office, or student organizational event? Find procedures for on-campus mobile food vendors at [this link](#). For questions, email [procure@wm.edu](mailto:procure@wm.edu).

## Home Depot Purchases

Please refrain from purchasing from Home Depot until issues involving the W&M/VIMS account have been resolved. Lowe's and Ace Hardware are viable options for purchasing in buyW&M. If there is an absolute need to purchase from Home Depot, please contact Supply Chain Services for approval at [procure@wm.edu](mailto:procure@wm.edu).

## New Punchout: Carolina Biological Supply Company

Carolina Biological Supply Company is the latest vendor to come onboard with a punchout in buyW&M! This vendor is requiring some extra entries in the requisition to avoid any delays with order shipments. Please view the instructions in the link here: <http://www.wm.edu/offices/supplychain/buywm/documents/carolinabiopunchout.pdf>

## Alterations to W&M Facilities

All alterations to facilities, both interior and exterior, including the installation of furniture and appliances, changes to lighting and aesthetic features, and any change requiring a utility such as electrical, plumbing, and sewer require notification and approval from Facilities Management. This includes alterations to campus grounds. A [Service Request/work order](#) to Facilities Management is required. This would include installation of items such as refrigerators and lighting upgrades. Find additional project guidance [here](#).

## 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.

## 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
- Move Management Services

### Coming Soon

- Print Management Service
- Strategic Print Services

## Reminder: Speaker Agreements

Reminder: Speaker/performer agreements should be completed in buyW&M and signed by the speaker before the date of the engagement in order to process in a timely manner.



### America To Go Reminder: Aramark Orders

Reminder: Catering orders with Aramark (W&M's new on-campus caterer) should be placed in ATG by selecting William & Mary Dining Services in the vendor list. These orders should be placed through ATG in advance of your event.



### 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.

[Muscarelle Museum Expansion and Renovation](#) is scheduled to complete October 2024.

[Integrated Science Center—Phase 4](#) is scheduled to complete August 2025.

## Supply Chain Resources

[Procure-to-Pay Matrix](#)

[Finance Forms & Instructions](#)

[buyW&M User Guides](#)