PROCURE-TO-PAY NEWSLETTER

Procure-to-Pay Forum & ATG Vendor Fair

Join Supply Chain Services on Wednesday, October 25, 2023, for the fall Procure-to-Pay Forum and America To Go Vendor Fair! From 9:00 a.m. - 10:00 a.m., join us in the Sadler Center Commonwealth Auditorium to hear the latest from Supply Chain Services and to have a chance to ask questions and share feedback with our team.

Following the Forum, visit Sadler Center’s Chesapeake rooms from 10:00 a.m. - 12:00 p.m. for the ATG Vendor Fair. Meet local vendors, sample menus, and learn about their businesses and what they provide to W&M. Register to attend here: https://wmsas.qualtrics.com/jfe/form/SV_dpuLiFeYZcXplFg

New MRO Punchout: McMaster-Carr

McMaster-Carr is the latest punchout to be added to the buyW&M shopping dashboard. This vendor supplies MRO materials such as hardware, tools, raw materials and maintenance equipment.

America To Go Reminder

When placing an order through ATG, ensure that you are selecting the appropriate Function type as described in the Business Meal Policy. Note that Internal Trainings (department wide trainings or retreats) and Employee Appreciation Events (department wide appreciation) may only be held once per semester.

UPS Purchases

Reminder: UPS is now active in buyW&M and all purchases must be completed through the system. SPCC is no longer allowable for UPS purchases. For questions, email procure@wm.edu.

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
- **Strategic Support Services:**
  - Berry Dunn McNeil & Parker, LLC
  - One Sixty Over Ninety LLC
  - 65 West Holdings Corporation
  - Greensky Development Group
  - Ben Allegretti Consulting Inc
  - Chesapeake Environmental Communications Inc
  - Corrin & King Business Strategies LLC
  - Deloitte Consulting LLP
  - Guidehouse Inc

In Progress
- **Move Management Services**
- **Print Management Service**
- **Strategic Print Services**

Coming Soon
- **Strategic Print Services**

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**

The Supply Chain Services team had a great time at the Business Affairs School Year Kickoff Breakfast!

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—4:00 p.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.