



PROCUREMENT SERVICES

Newsletter

April 2021

buyW&M Vendor Onboarding

For those areas that work with vendors to support your department's goods/services/construction needs, the W&M buyW&M Vendor Management team needs your assistance! William & Mary will be migrating to a new procure to pay solution, [buyW&M](#) beginning in fiscal year 2022. To be able to use this system to issue purchase orders or direct payment requests to vendors, those vendors must be active in the buyW&M system.

What Vendors were brought over from Banner into buyW&M?

If W&M/VIMS had done business with a vendor within the past 2 years AND Banner had an email address associated with the vendor's record. Please take some time to review the Vendor Onboarding Folder in [BOX](#). The spreadsheet, *buyW&M approved & invited Vendors as of m.dd.yyyy* to review the currently invited vendors and the status of the vendors' Registration in Column H, "Registration Status". Vendors highlighted in GREEN are active and approved as of the date of the spreadsheet title.

What if I don't see some of my commonly used vendors in the spreadsheet or the email address is not the correct contact?

Complete this brief [Qualtrics request](#) providing the vendor's name, 93# and a valid email address for outreach to the vendor to complete the registration process.

Why aren't the vendors that came over from Banner already active in the system?

Vendors that are set up in buyW&M will need to create an account within the system. For vendors that are issued purchase orders (PO), they will be receiving those POs to the email addresses they identify with their fulfillment accounts. Further, the new system allows us to ask for additional questions that we were not previously obtaining (certificate of insurance if they were coming on site, eligibility to become certified as a diverse supplier if the company meets the criteria, etc.) where the vendor will need to take action on their account to activate and complete the remaining required information. For overview of what vendors will be completing depending on their vendor type, please review the [buyW&M Vendor Onboarding Guide](#).

How else can I assist?

Reach out to your vendors and advise them that they will be invited/re-invited into the system and that we need them to take action on completing their accounts to minimize disruption when we move to the new system. Their most direct points of contact are with you and mean more in helping to spark action from our vendors.



Strategic Print Vendor Evaluations

W&M's mandatory contracts for Strategic Printing is scheduled for renewal for 2021-2022. If you have used the services under this contract between February 1, 2020 and March 31, 2021, please complete the survey at https://wmsas.qualtrics.com/jfe/form/SV_1ZCUPqjGKZHxfKu to help evaluate the vendor(s) you have used for Printing Services. The link for these evaluations will be available until May 20, 2021.

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
- Employee Discounts & Voluntary Benefits
- Skilled Trades
- E-Learning
- Athletic Outbound Ticketing Management/Marketing
- Zero-Based Budgeting Consultant Service

Coming Soon

- Financial Services
- Ventilation and Duct Cleaning
- Lodging & Conference Events
- Highland Exhibit Design Services



SPCC Question of the Month

Do I still need to sign off on fraudulent/disputed charges and/or credits?

Yes. The transaction(s) posted to the account and must be reconciled even if they are fraudulent/disputed and/or credits. Complete reconciliation in Works as you normally would on any routine transaction (allocate/edit/update Banner description). Upload any receipts or supporting documentation if available. Leave a brief Comment in the Comments section during sign off in Works stating that the transaction was fraudulent/disputed and will be credited to your account.



buyW&M Open Lab 201

Interested in getting some hands on virtual training for William & Mary's new procure to pay system, buyW&M? Don't forget to register for the buyW&M 201 open lab - these sessions are for new training providing you with an opportunity to learn more about the system and practice more complex processes.

Walk through with some members of the buyW&M core team on items such as submitting a requisition for to a punchout vendor and a more complex non-catalog order and student reimbursement/direct pay to a foreign individual.

Upcoming virtual open lab sessions are scheduled for April and early May. To register, log into Cornerstone, keyword search "buyW&M Open Lab 201" and select a session.



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.

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