



# PROCURE-TO-PAY NEWSLETTER

William & Mary Supply Chain Services

April 2024

## Furniture, Fixtures, and Equipment (FF&E) Form

Furniture, Fixtures, and Equipme...  
FF&E Request

The Furniture, Fixtures, and Equipment (FF&E) request form located under "Procurement Forms & Links" in buyW&M is required to be submitted and approved before the purchase of new FF&E. This form will be reviewed and approved by the Office of the University Architect and/or Supply Chain Services prior to a Purchase Order being issued. The FF&E form has

also replaced the previous TSRC furniture waiver. All new furniture waiver requests must be made by completing this form. Please reference the user guide linked here: <https://www.wm.edu/offices/supplychain/procurement/documents/buywmfferequestformguide.pdf>

## SWaM Vendor Indicators in buyW&M

Vendors in buyW&M will now include their SWaM classifications on their profile in the vendor search to assist users to identify if a vendor is classified as SWaM. A guide on how to search for SWaM vendors can be found here: <https://wm1693.box.com/s/nwjm2h1x0dd2x5k9qtgpu59jbp56pikm>

Thank you to IT for creating the integration!

**E2 LLC (Eventfull)**  
Vendor Number: 931127305  
Registration Status: Approved  
Registration Type: Procurement Vendor Profile  
Contract Party Types: Vendor

Type:   
DIUNS Number: 078637699  
Diversity Classifications: VA-SB, VA-WB, VA-MB, SBE

## eShip Global

eShip Global is a "one stop shop" contracted partner for shipping services and can be used via a punchout in buyW&M. Training for this service is available in Cornerstone by searching "eship" and view the Tips and Reminders document linked here: [eShip Global Tips and Reminders](#).

## Wire Transfer Request Form

There is an updated Wire Transfer Request Form available on AP's website. Departments can access the form and instructions listed under the AP Forms dropdown, and then select 'Wire Transfer Request Instructions, Input Page and Wire' from list under 'Other Forms': <https://www.wm.edu/offices/supplychain/ap/apformsresourcestraining/>



## buyW&M Office Hours

The next buyW&M Office Hours will be held virtually on Wednesday, July 31, 2024, from 3:00—4:00 p.m. Join us to ask questions, walk through processes, and learn from the questions of others. To register for office hours, visit [https://cwm.zoom.us/meeting/register/tJEqcO2oqDMuGdOevz\\_wg-DJglui5XiJvCLo](https://cwm.zoom.us/meeting/register/tJEqcO2oqDMuGdOevz_wg-DJglui5XiJvCLo)

## Construction Corner



[Renovation of Monroe Hall](#) is expected to be completed by July 1, 2024.

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

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

[Jamestown East Residence Hall](#) is scheduled to be completed Fall 2025.

[West 1 Housing & Dining](#) (5 buildings) is scheduled to be completed Fall of 2025.

[Chesapeake Bay Hall](#) at VIMS is scheduled for completion August 2024.

Blow Hall Provosts Suite Renovation – Starts June 6, 2024, and be completed Dec 3, 2024

Blow Hall Cupola Roof Repair – Starts May 20, 2024, and be completed Nov 16, 2024

Admissions Lobby & Swem Library Ground Floor projects are underway.

## Thank You to Our Vendors!

Supply Chain Services would like to send a big thank you to the local vendors that attended the Spring Vendor Fair:

- Ben & Jerry's
- Brite
- BSN Sports
- California Tortilla
- Carrier Enterprises
- Carrabba's
- CLO Enterprises, LLC
- Creative Office Environments
- Divine Lunches
- E&I Cooperative Services
- Extraordinary Cupcakes
- Fastenal
- MOI Inc.
- Panera Bread
- Super Chix
- TSRC
- Uncle Dave's Kettle Korn
- Virginia's Finest Chocolates
- W&M Catering
- Which Wich Superior Sandwiches

### FY24 Year End Closing

Find the closing schedule for FY24, which includes deadline dates for Procurement and Financial Operations, a [this link](#).

### Supply Chain Resources

- [Procure-to-Pay Matrix](#)
- [Finance Forms & Instructions](#)
- [buyW&M User Guides](#)

## Recent Contract Activity

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

### Recently Awarded

- **Comprehensive Plan Consultant**
  - Sasaki Associates
- **Move Management Services:**
  - Endeavor Initial Outfitting
  - Jones, Lang, LaSalle Americas, Inc.
  - Proven Management
  - Richmond Commercial Services
  - Turner & Townsend Heery

### In Progress

- Trades, Open Enrollment Generation 2 for General Contracting and Cabling Services
- ERP Implementation Partner

### Coming Soon

- Print Management Service
- Strategic Print Services