



WILLIAM & MARY

BUYW&M

Vendor Onboarding Guide

University Operations
www.wm.edu/buywm

buywm@wm.edu
757-221-3957

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How to Register as a buyW&M Vendor

Thank you for your company's interest in becoming a buyW&M registered vendor for William & Mary (W&M) and the Virginia Institute of Marine Science (VIMS) campuses.

For a vendor to register with buyW&M, an invitation must be created and sent to the vendor. The registration process is quick and easy; however, it will be important to be sure you have the following information to complete the registration process:

- Correct contact information and address(es) for the following within your company:
 - Accounts receivable
 - Sales
 - Fulfillment
- If your company will be coming on-site to perform services, W&M requires a certificate of insurance listing William & Mary as an additional insured and endorsed on the policy. The proper name on the certificate of insurance is:
"The Commonwealth of Virginia, and the Rector and Board of Visitors of William & Mary, its officers, employees, and agents."

Vendor Registration Tips

- This guide provides assistance for the procurement related vendor invites; however, we are paying all types of vendors in the buyW&M system – some of the information in this guide may not be what you see on your screen for registration, just move down to the next relevant portion for registration assistance
- Note that some instances (ie. electronic signature of tax form) is generated through a pop up, be sure to allow popups for this site while completing registration
- Only those fields that have a star ★ beside the field are required
- When a section is completed, you will see a green check mark ✓
- Dun & Bradstreet Number is NOT a required field. Simply note that you do not have a DUNS in the yes or no question
- **Contacts & Addresses:** There are multiple types of contacts and addresses that may be required.
 - If your address is the same for all types, note what is required in the section:

Addresses

Please enter any physical or mailing addresses from which your organization address types are listed below.

Required Information

The following address types are required to complete registration:

- Fulfillment
- Remittance

- You can keep the select all option to allow you to enter address information for all types one time

Add Address

Basic Information (Step 1 of 3)

What would you like to label this address? *

Example: Headquarters, Houston Office

Which of the following business activities take place at this address? (select all that apply) *

- Takes Orders (fulfillment)
- Receives Payment (remittance)
- Other (physical)

* Required to Complete Registration

Next >

Once the request for vendor registration is approved, your company will receive an email from buywm@wm.edu that will look similar to the following:

Vendor Invitation for buyW&M

Dear Atlas Kiwi,

buyW&M has invited you to register as a potential vendor. Our vendor network is a best-in-class Vendor Registration and eProcurement system that provides a one-stop, complete solution for buyer and vendor interaction.

Becoming a buyW&M network vendor is free, easy and it only takes a few minutes to join. By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process. Upon successful completion of your registration, you will have access to your secure portal where you can add additional details about your organization, invite colleagues to become users in your site, and more.

please register

[Register Now](#)

Thank You,

buyW&M

If you have any technical questions, please contact WM's Vendor Review Team at buyWM@wm.edu or +1 757-221-3957 for assistance and identify yourself as registering in the buyW&M Vendor Network.

Click on the "Register Now" button and set up your vendor account. You will use your vendor account routinely to receive purchase orders, submit invoices and check payment status.

Upon log in you will be on the homepage of the registration process. Please review the welcome information and be sure that your legal company name is correct before hitting "Next".

The left-hand navigation displays the sections of information you will be prompted to complete. Upon successful completion of each section, a green will appear to the right of the section title.

All starred fields are required.

Library of Congress

Registration In Progress for:
buyW&M

2 of 9 Steps Complete

Welcome

- Company Overview
- Business Details
- Addresses
- Contacts
- Diversity
- Insurance
- Payment Information
- Tax Information
- Conflict of Interest
- Certify & Submit

Registration FAQ | View History

Welcome to Supplier Registration

Welcome to William & Mary's Procure to Pay system, buyW&M. Being registered in this system will allow you to:

- receive purchase orders electronically from William & Mary,
- check on payment information from the purchase order
- have your company's contact information available for William & Mary buyers to search for their departments' needs

Browse the topics below to learn more about registering and to begin the registration process:

The registration process

1. Click the button, below, to begin the registration process.
2. Ensure all the required fields and sections are completed.
3. Attest to the validity of the information and submit the form electronically.
4. You will receive your Login ID and Password via email once you have submitted your completed form.
5. Login when needed to update your profile or to add additional contact information.

Before you begin registering

With the necessary data collected, the registration process should not take more than 15 minutes. Compiling the necessary information prior to beginning the process will ensure a smooth and trouble-free registration.

The following information will be requested during the registration process:

- Address, phone, and email information
- List of commodities you supply
- Diversity information and certifications (if applicable)
- Additional contacts for your company
- If coming onsite to perform services, W&M requires a certificate of insurance listing William & Mary as an additional insured and endorsed on the policy, the proper name on the certificate of insurance: "The Commonwealth of Virginia, and the Rector and Board of Visitors of William & Mary, its officers, employees, and agents."

Once your company registration is complete, you will receive your Login ID and Password via email. You are able to access the system anytime to update your profile or add additional information.

If you have any questions, please contact W&M vendor support: buywm@wm.edu

Required to Start Registration

Legal Company Name *

★ Required to Complete Registration

Next >

Save Changes

Company Overview

Registration > Manage Registration Profile

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Ser

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Registration In Progress for:
buyW&M

2 of 9 Steps Complete

Welcome

- Company Overview
- Business Details
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Company Overview

The information entered on this page allows us to track general information about your company to ensure we have the most up-to-date information in our system.

If you get a message below indicating your TIN is already registered, please contact W&M Vendor Support at buywm@wm.edu

Doing Business As (DBA)

Country of Origin *

Does your business have a DUNS number? Yes No

The Data Universal Numbering System or DUNS Number is a nine-digit identification number assigned to over 100 million businesses worldwide.

Need a DUNS Number?

Visit Get a D&B Number to obtain more detailed instructions on applying for

Dun & Bradstreet Number (DUNS) *

Only if you choose Yes to having a DUNS number will this question populate

1. DBA: complete if your company has a different name it is doing business as (DBA); otherwise leave this field blank
2. Country of Origin – choose your company's country of origin
3. DUNS – choose yes or no for whether your business has a Dun & Bradstreet number (link to website included in the registration)
 - a. If Yes, you will be prompted to provide your number
4. Legal Structure – choose your company's legal structure from the drop-down listing
 - a. NOTE: The legal structure is what guides the tax form process, so if your company is not a US based company, please be sure to choose Non-US based entity or individual depending on your structure type.
5. Tax ID Number – please complete using your IRS Tax ID
6. Website – Please complete if your company has a website

Additional Questions

Depending on your selection in the Company Overview section, additional questions may be required.

7. Is your company registered with eVA, the Commonwealth of Virginia's eProcurement System? – Indicate if your company is currently registered with eVA. If so, please provide your eVA registration number/eVA vendor ID.
8. Entity Classification – choose your entity's classification based on your company's Legal Structure selection
9. First, Middle, Last Name – complete if your company's legal structure is Individual/Sole Proprietor

ABC Company LLC Company Overview

Registration In Progress for: William & Mary
2 of 9 Steps Complete

Welcome

Company Overview ✓

Doing Business As (DBA)

Country of Origin *

Does your business have a DUNS number? * Yes No

Legal Structure *

Tax ID Number

Website

Additional Questions

Is your company registered with eVA? * Yes No

Is your company registered with the Commonwealth of Virginia's eProcurement System? * Yes No

★ Required to Complete Registration

< Previous Next > Save Changes

Business Details

This section provides W&M with important details about your company, such as the areas where you operate and the products and services that you provide. Additionally, this data helps determine whether your business meets the criteria to qualify for one of Virginia's business certification programs such as: Small, Woman-owned, and Minority-owned Businesses (SWaM), Disadvantaged Business Enterprises (DBE), and Employment Services Organizations (ESO)

Library of Congress Business Details

Registration In Progress for: BuyW&M
2 of 9 Steps Complete

Welcome

Business Details ✓

Year Established

Number of Employees

Annual Revenue/Receipts

2019 Annual Revenue/Receipts USD

2018 Annual Revenue/Receipts USD

2017 Annual Revenue/Receipts USD

Sales Territories

Is Your Business a Local Vendor? Yes No

Is Your Business a National Vendor? Yes No

U.S. Service Area Edit

International Service Area Edit

< Previous Next > Save Changes

1. Year Established – choose the date your company was established from the calendar
2. Number of Employees – indicate how many employees your company employs
3. Annual Revenue/Receipts – if available, please complete for the shown years
4. Sales Territories – indicate and select the areas your company services.
5. Products and Services

Products and Services

Commodity Codes *

Edit

For William & Mary users to search for key goods/services your company provides, please include key words for searches separating those words by commas. Example: Company ABC provides consulting services, keywords: consult, consulting, consulting services

Keywords

700 characters remaining

- a. Commodity Codes – select from the list of W&M codes specific to the products and/or services your company provides

Commodity Codes

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

Search

0 Selected Codes

Showing 1 - 20 of 312 Results

Commodity Code	Description
101000	OTH, ANIMALS
101100	SUP, ANIMAL, INCL PRODUCTS
101300	EQUIP, ANIMAL, INCL CONTAINMENT & HABITATS
101600	SUP, HORTICULTURE & LANDSCAPE ITEMS
101700	SUP, FERTILIZERS, PLANT NUTRIENTS, HERBICIDES
111600	SUP, FABRICS, TEXTILES & FIBER IND MATERIALS
121400	SUP, GASES & ELEMENTS
141100	SUP, PAPER PRODUCTS, OTHER
141114	SUP, COPY PAPER
141115	SUP, GIFT CARDS, CERTIFICATIONS & OTHER CASH

- b. Keywords – include key words for searches, separating those words by commas. This helps W&M users search for key goods/services your company provides. Example: Company ABC provides consulting services, keywords: consult, consulting, consulting services
6. What types of products do you provide? – select from the categories found in the list

Additional Questions

What types of products do you provide? *

-

Edit

Will your company be coming on-site to perform services? *

- Yes
 No

- a. NOTE: Some categories will require additional questions to be answered

Additional Questions

What types of products do you provide? *

Facilities Maintenance/Constr... Edit

Contractor License *

-

Edit

Contractor Classification/Specialty

-

Edit

Contractor License Expiration *

mm/dd/yyyy

7. Will your company be coming on-site to perform services? – Select Yes or No

- a. NOTE: If Yes is selected, please upload your company’s most current Certificate of Insurance (COI) for review/approval
- b. The Certificate of Insurance (COI) needs to list William & Mary as an additional insured and endorsed on the policy. The proper name on the certificate of insurance is:
 “The Commonwealth of Virginia, and the Rector and Board of Visitors of William & Mary, its officers, employees, and agents.”

Address for the COI:

William & Mary
 PO Box 8795
 Williamsburg, VA 23187

Minimum Insurance requirements for William & Mary:

Workers’ Compensation:	Statutory requirements and benefits
Employer’s Liability:	\$100,000
Commercial General Liability:	\$1M per occurrence/\$2M aggregate
Auto (if required):	\$1M per occurrence

Will your company be coming on-site to perform services? *

- Yes
- No

Please provide a copy of your Certificate of Insurance *

Drop file to attach, or browse.

Addresses

Your company’s fulfilment and remittance addresses are required. Please select Add Address to begin adding your addresses.

Add Address ×

Basic Information (Step 1 of 3) ?

What would you like to label this address? *

Example: Headquarters, Houston Office

Which of the following business activities take place at this address? (select all that apply) *

- Takes Orders *(fulfillment)*
- Receives Payment *(remittance)*
- Other *(physical)*

* Required to Complete Registration

Next >

1. Address label – include a label reference your company’s address(es)
 - a. NOTE: select the address type (Fulfillment, Remittance, and/or Physical) for this entry

2. Address Details – complete for this address type. Select next to save and move to the next screen

Add Address ×

Address Details (Step 2 of 3) ?

How would you like to receive purchase orders for this fulfillment address? *

Country *

Address Line 1 *

Address Line 2

Address Line 3

City/Town *

State/Province

Postal Code

Phone ext. International phone numbers must begin with +

Toll Free Phone ext. International phone numbers must begin with +

Fax International phone numbers must begin with +

* Required to Complete Registration < Previous Next >

3. Primary Contact for This Address – complete for the point of contact for the address entry then select



to save this address entry

- a. NOTE: the contact will default per the previous selected address type(s), but can also be applied to Corporate and/or Sales address types if applicable

Add Address ×

Primary Contact For This Address (Step 3 of 3) ?

You can also update and add Contacts later from the Contacts page.

Enter New Contact Not Applicable

Select additional contact type(s) to apply

- Takes Orders (fulfillment)
- Receives Payment (remittance)
- Corporate
- Sales

Contact Label *

First Name *

Last Name *

Position Title

Email *

Phone * ext. International phone numbers must begin with +

Toll Free Phone ext. International phone numbers must begin with +

Fax International phone numbers must begin with +

* Required to Complete Registration < Previous Save Changes

Once all required addresses have been added to your company's profile, please select



to continue to the next section.

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Registration In Progress for: *buyW&M*
3 of 9 Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses** ✓
- Contacts ✓
- Diversity ✓
- Insurance ✓
- Payment Information ✓
- Tax Information ✓
- Conflict of Interest ✓
- Certify & Submit

Addresses

Please enter any physical or mailing addresses from which your organization does business to help us route information and communication correctly. Any required address types are listed below.

Address Label	Address Types	Address	
HQ	Fulfillment (Primary) Remittance (Primary) Physical (Primary)	2019 Allen Pl NW Washington, DC 20009-1507 US	Edit ▾

Show Inactive Addresses

Add Address

Contacts

Please enter contact information for any individuals at your organization who may provide valuable information or help to our company. This will help us ensure we are always contacting the correct individual. Contacts can be linked to one existing address. Any required contact types are listed in the blue box.

Library of Congress

Registration In Progress for: *buyW&M*
3 of 9 Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓

Contacts

Please enter contact information for any individuals at your organization who may provide valuable information or help to our company. This will help us ensure we are always contacting the correct individual. Contacts can be linked to one existing address. Any required contact types are listed below.

Required Information
The following contacts are required to complete registration:

- Corporate
- Sales

1. Add Contact – Please add the point of contact for the associated business activity

Add Contact

Contact Label *

Which of the following business activities apply to this contact?
Corporate

First Name *

Last Name *

Position Title

Email *

Phone * ext.
International phone numbers must begin with +

Toll Free Phone ext.
International phone numbers must begin with +

Fax ext.
International phone numbers must begin with +

* Required to Complete Registration

Diversity

This section captures your company’s diversity categories, both on the Federal level and at the Commonwealth of Virginia level. Diversity & Inclusion is an integral part of W&M’s campus community, and we value our diverse suppliers for their different perspectives, skills and backgrounds.

Diversity

Click the button below to choose the diversity classifications that apply to your business.

1. Add Diversity Classifications – select any of the Federal and/or State classifications under which your company is currently registered

Small Business Status and Diversity Classifications ×

No Classification

Does Not Qualify as a Small Business or Diverse Vendor (DoesNotQualify)

Federal Diversity Classifications

Small Business

8(a) Business Development Program (8a)

HUBZone Small Business (HUBZ)

Minority Owned Small Business (MOSB)

Service-Disabled Veteran-Owned Small Business (SDVOSB)

Small Disadvantaged Business (SDB)

Veteran-Owned Small Business (VOSB)

Woman-Owned Small Business (WOSB)

Disadvantaged Business Enterprise (DBE)

Service Disabled Veteran (SDVB)

State Diversity Classifications

State of Virginia Employment Services Organization (VA-ESO) State of Virginia Small Business (VA-SB)

State of Virginia Micro Business (VA-Micro) State of Virginia Women-Owned Business (VA-WB)

State of Virginia Minority-Owned Business (VA-MB)

Done Close

2. Additional Questions – Is your company a Virginia SWaM certified vendor? – indicate if your company is currently certified as a SWaM business with the Virginia Department of Small Business & Supplier Diversity (SBSD) <https://www.sbsd.virginia.gov/>

Additional Questions

Is your company a Virginia SWaM certified vendor? *

Yes ?

No

a. NOTE: If Yes, please complete the required fields regarding your company's SWaM certification

If your company is registered with the Virginia Department of Small Business & Supplier Diversity (SBSD), please provide your company's SWaM (small, women-owned, & minority-owned) certification number below.

SWaM Certification Number

500 characters remaining

SWaM Expiration Date *

?

mm/dd/yyyy

SWaM Type *

- Edit

Insurance

This section captures additional insurance documentation your company may be required to attach based on the types of products and/or services being requested. Please choose from the drop-down list and complete the required fields and upload the insurance document. If the options are not applicable to your company, please select Next and move to the next section.

Insurance

No Insurance has been entered.

Add Insurance ▾

- Automobile Liability
- Commercial Automobile Liability
- Commercial General Liability
- Cyber Liability
- Fire and Marine
- General Liability
- Umbrella Liability
- Workers' Compensation

Payment Information

This section determines how and where you will receive payment. Please enter an email address if you wish to receive an email notification regarding payments including invoice, date, and amount.

Payment Information

Information on this page is used to determine how and where you will receive payment. Please enter an email address if you wish to receive an email notification regarding payments including invoice, date, and amount.

No payment information has been entered.

Add Payment Information ▾

- Check
- Wire Transfer

Also, depending on your company's legal structure, you may be eligible to register for W&M's ePayables program. If your company is interested in electronic payments, please select which of the two available options is best suited for your company. You will receive a system-generated email with further instructions on how to enroll.

Help for ePayables

- An Automated Clearing House (ACH) deposit is an electronic transfer of funds using the Automated Clearing House. ACH is a secure network in the United States through which banks and other financial institutions can transmit electronic transactions. An ACH deposit means that funds are electronically deposited into an account.
- A Commercial Card (CCER) payment made to vendor with a single-use-virtual card number. As long as the vendor accepts credit cards as a form of payment enrollment to accept payments made through AP control is simple.

We are partnering with Wells Fargo for electronic payments. The description of the two available programs are listed above. If interested in enrolling, please select which electronic payment method will work best for your company. *

- ACH – Automated Clearing House Deposits
- CCER – Commercial Card Payments
- Not Interested

Tax Information

This section captures your company's tax information, which is required for payment. If manually uploading a tax document, it should be in a PDF format.

1. Add Tax Document – select the tax document type using the drop-down button

Tax Information

Tax information is used for payment and the tax document should be uploaded using a PDF format.

Required Information

At least one tax document is required to complete this section.

No tax information has been entered

Add Tax Document ▼

W-9

NOTE: If your legal structure is either Non-US Based Entity or Foreign Individual, the listing will include various international tax forms. Please select the appropriate form and complete steps 2-4.

Add Tax Document ▼

W-8BEN

W-8BEN-E

W-8ECI

W-8EXP

W-8IMY

8233

2. Add Tax Document – complete the required fields based on the information in the tax document being uploaded

Add Tax Document

Tax Type *	W-9
Tax Document Name *	<input type="text"/>
Tax Document Year *	<input type="text" value="▼"/>
Signature Status	Not Signed
Tax Documentation *	<input type="button" value="Sign Document"/>
	<input type="checkbox"/> Manually upload the document instead

* Required to Complete Registration

Save Changes

Close

3. Tax Documentation – Select Sign Document if your company wishes to use the DocuSign feature to electronically sign the tax document populated with information provided during the registration process. Once the button switches to “Complete Signing”, please select to open the form in DocuSign.

Tax Documentation *	<input type="radio"/> Waiting to get signed document via DocuSign
	<input checked="" type="radio"/> Complete Signing ▼

- a. NOTE: If your company is manually uploading your tax form, please select the check box next to “Manually upload the document instead”

4. DocuSign – Once the form has opened in DocuSign, select Continue at the top of the screen to review and apply an electronic signature. Select Finish from the top once complete to return back to the registration.

Please review the documents below.

CONTINUE OTHER ACTIONS ▾

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of **Required - Sign Here - signature** contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividend **Required - Sign Here - signature** tion, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ **Sign** ▶ Date ▶ 7/17/2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise indicated.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross

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Registration In Progress for: buyW&M

3 of 9 Steps Complete

- Welcome
- Company Overview
- Business Details
- Addresses

Tax Information

Tax information is used for payment and the tax document should be uploaded using a PDF format.

Tax Document Name	Tax Type	Tax Document Year	Tax Documentation	e-Signed	Signature Status	
W9	W-9	2020	View Document	✓	DocuSigned	Edit ▾

[Add Tax Document](#) ▼

Conflict of Interest

This section captures whether your company or someone in your company has had a relationship with W&M or VIMS in the last 6 months.

Conflict of Interest

Recent Employment Question

Have you or any owner(s) within your company worked at William & Mary or Virginia Institute of Marine Science (VIMS) within the last six (6) months? *

Yes
 No

- If Yes is selected, please complete the required fields to gather additional information for Human Resources to review

Last date of employment *

Previous Employee's Banner Number

Previous Employee's First Name *

Previous Employee's Last Name *

Certify & Submit

This section is the last step in the company's registration process before the profile proceeds to an internal approval process by W&M. Please ensure all information listed in the profile is correct and accurate.

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Registration In Progress for:
buyW&M
9 of 9 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Diversity ✓

Insurance ✓

Payment Information ✓

Tax Information ✓

Conflict of Interest ✓

Certify & Submit

Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Vendor's responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company information may result in payment delays.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with us.

Preparer's Initials

Preparer's Name *

Preparer's Title

Preparer's Email Address *

Today's Date 7/17/2020

Certification * I certify that all information provided is true and accurate.

★ Required to Complete Registration

Submit

1. If all check marks are colored green, then all required fields have been completed. The preparer should complete the fields listed, select the certification check box, and click "Submit".

NOTE: If all fields are not complete when the preparer selects the Certify & Submit section, the system will indicate which fields still need to be completed before the registration can be submitted.

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Registration In Progress for:
buyW&M
4 of 9 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Diversity ✓

Insurance ✓

Payment Information ✓

Certify & Submit

✖ The list below needs to be addressed before your registration can be submitted.

Company Overview

- Country of Origin
- Does your business have a DUNS number?
- Legal Structure
- Tax ID Number
- Is your company registered with eVA, the Commonwealth of Virginia's eProcurement System?

Business Details

- Commodity Codes
- What types of products do you provide?
- Will your company be coming on-site to perform services?

Contacts

- Click here to identify missing required items

Diversity

- Click here to identify missing required items

Conflict of Interest

- Last date of employment
- Previous Employee's First Name
- Previous Employee's Last Name

Registration Completion

After the profile has been certified and submitted, your profile will read Complete and your registration will be entered into the internal W&M approval flow. A member of the buyW&M team will contact you using the given preparer's contact information if there are any issues with your profile that need to be addressed.

Library of Congress

Registration Complete for:
buyW&M

Once the internal review team has fully approved (1 to 2 business days) your company's registration, an email will be sent to the preparer's email stating the registration is complete. The email will include a link to the Customer Portal Login page where you can manage your account view orders submit invoices and view payment status.

Vendor Registration Complete for buyW&M

Dear Atlas Kiwi,

Thank you for completing your registration profile on buyW&M. buyW&M is a best in class Vendor Registration and eProcurement system. Accessible via the world-wide-web, buyW&M provides a one-stop, complete solution for Buyer/Vendor communications.

As a reminder, you can log into your secure account by visiting buyW&M's [Customer Portal Login Link](#).

Thank You,

buyW&M

If you have any technical questions, please contact WM's Vendor Review Team at buyWM@wm.edu or +1 757-221-3957 for assistance and identify yourself as registering in the buyW&M Vendor Network.

NOTE: An additional email will be sent after your company's registration has been completed from SciQuest Support. This email indicates that your company has also been approved to be in the full JAGGAER (formally SciQuest) network for other JAGGAER clients to shop with your company. This email will include a link to a separate vendor portal for a separate instance of the system. Please be aware of which portal your company is entering when retrieving orders, submitting invoices, or updating profile information.



Dear Baker's Consulting Inc,

Congratulations! Baker's Consulting Inc is now a member of the JAGGAER Supplier Network, which is a market-leading network of 150,000+ active unique suppliers. As a member of the network you will be able to:

- Store basic company information in your profile and share with all customers to expedite the on-boarding process.
- Manage communications with all JAGGAER customers through the no fee, self-service JAGGAER Supplier Network.
- Reduce invoice processing time and expense through electronic submission of invoices and the ability to check invoice status when working with JAGGAER Accounts Payable Director customers.
- Choose between punch-out and hosted catalogs for product display, and manage catalog content and pricing from one central location.
- Increase your visibility to JAGGAER customers searching for suppliers to fulfill their purchasing needs.

Within your private JAGGAER Network Portal (Network supplier website), you can enter and update basic information about your company, invite colleagues to become users of your site, and more. In order to begin taking advantage of the benefits listed above, you will first need to complete your Network Profile, which stores information about your company. It is important to complete as much information as possible in your Network Profile to ensure buyers can connect with you as a potential supplier.

As a reminder, you can log into your secure account by visiting the link below. We recommend that you bookmark this page in your internet browser for future access. For information about using the portal, visit the Online Training and Support located on the JAGGAER Network Portal home page.

[JAGGAER Supplier Network Login Page](#)