buyW&M users

The buyW&M team appreciates your feedback as we seek to improve the efficiency as well as the user experience of this essential system. As a result of feedback recently received from many of you as well as some of our vendors, we have adjusted our process for **guest speakers, performers, and program reviewers.**

Processing agreements and payments for these types of vendors will **NOT** require a purchase order, and the vendors will not have to complete the *procurement* vendor registration.

What does this mean for you and your vendors?

* You will be able to request that speakers/performers/program reviewers be added into buyW&M as a **FISCAL** vendor.
* The fiscal vendor registration process involves less steps/information and is simpler for the speaker/performer/program reviewer to get registered in buyW&M.
* Departments will no longer be required to complete a purchase order; however, you will need to complete the speaker/performer/program reviewer agreement, have it signed, and attach it to the Direct Payment Request Form.

How does this impact in-process vendors/purchase orders?

* **Vendors already in progress?** Submit a [help desk ticket](https://go.wm.edu/V5GyX2) to change the vendor profile type to fiscal.
* **Vendors already approved under the procurement vendor profile?** No action needed – you will be able to complete the direct payment requests without issue
* **Vendors not yet invited**? submit the vendor request as FISCAL

Please note the independent contractor process has not changed. The [Procure-to-Pay matrix](https://procuretopay.wm.edu/) has been updated to reflect the revision to the speaker/performer/reviewer process.

We hope you will find this update more streamlined and less burdensome to both you and our speakers/performers/reviewers.   Please reach out should you have any questions.

Thank you,

buyW&M Core Team   
Questions? Submit a [buyW&M help desk ticket](https://go.wm.edu/V5GyX2)