



PROCUREMENT SERVICES

Newsletter

January 2021

buyW&M Town Hall



In December 2019, William & Mary signed a contract to establish a customized procure to pay solution, branded buyW&M, for the campus community. Starting in January 2020, the buyW&M project team initiated work with the vendor to create a more efficient solution for fiscal administrative processes for the university. Learn more about the project by visiting the [buyW&M website](#).

Interested in learning how buyW&M will impact ordering and payment request submittals, as well as vendor onboarding? Register for the buyW&M town hall to hear about these topics, efficiencies in approval processes and the timeline for implementation from the buyW&M core team.

This town hall will take place Feb. 9th at 10:30 a.m. To register for this meeting, visit: <https://cwm.zoom.us/meeting/register/tJwrdeqopzwoGNQKpRMbG6dvVwc3XY3NELnq>

After registering, you will receive a confirmation email containing information about joining the meeting.

VIMS campus: A VIMS-specific Town Hall will take place on Feb. 18th at 11:00 a.m. A separate Zoom registration link will be sent for this event.

Questions? Email buywm@wm.edu

Ordering COVID Supplies



As a reminder, authorized users are asked to please enter all orders for COVID supplies into the FAMIS shopping cart as soon as possible to ensure their order will be delivered in time for the beginning of the semester. <https://www.wm.edu/offices/facilities/departments-directors/business-services/warehouse/index.php>

Questions? Email procure@wm.edu

Procurement Services offers online [training sessions](#) for the following: Fundamentals of Procurement, Small Purchase Charge Card (SPCC), eVA, Contract Administrator, and America To Go (ATG). Please log into [Cornerstone](#) and keyword search 'PROC' to access and complete the available procurement trainings. For America To Go training, keyword search 'ATG'.



Visit us online at www.wm.edu/offices/procurement or email procure@wm.edu

Recent Contract Activity

In Progress

- Vessels—Term Maintenance & Repair
- Employee Discounts & Voluntary Benefits
- Skilled Trades
- E-Learning

Coming Soon

- Athletic Outbound Ticketing Management/Marketing
- Financial Services
- Ventilation and Duct Cleaning
- Lodging & Conference Events
- Highland Exhibit Design Services



SPCC Reminder

Please remember to remove all special characters from the Banner description line in Works before signing off on the transaction. The utilization of these characters (whether entered by cardholder or the description that comes from the vendor) have created upload issues with Banner over the last few months.

Examples of special characters include, but are not limited to: ® ™ % ~ + Characters such as , . | are usually acceptable but should be used minimally. The Banner Description can be found under the Allocation & Detail tab within the specific transaction, under the Description field.

Questions? Email procure@wm.edu.



SPCC Shout Out

Special thank you to all SPCC users who reconciled meal and/or travel transactions during the December cycle. Of the 100 random transactions audited, we obtained 100% compliance. Keep up the great work!



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/>