



PROCURE-TO-PAY NEWSLETTER

William & Mary Supply Chain Services

June 2023

buyW&M Update: Cooperative Contract Searches

The Procurement Forms & Links section under the Shopping Dashboard in buyW&M has been updated to include multiple links to websites to search for cooperative contracts. Please utilize these searches to locate available contracts for goods & services where a current W&M contract is not in place. Please contact procure@wm.edu for questions or assistance on how to navigate.

Procurement Forms & Links

Blanket/ Consultant Order	HEETF Request - W&M Only	AMERICA TO GO	AQUAFINA Aluminum Bottled Water Orders	External Ship To Address Request	Purchase Order Cancellation Request
TSRC Waiver Request	Trade-In of a Fixed Asset	VIMS One Time Fund Request	buyW&M Profile Update	VASCUPP Contract Search	VHECP Contract Search
E&I Contract Search	Sourcewell Contract Search	OMNIA Contract Search			

SWaMfest 2023



When: November 1-2, 2023

Where: Richmond, VA

Register Here: <https://events.bizzabo.com/Swamfest2023/>

SWaMfest® is the Commonwealth's premier networking, educational, and professional development event for small, women-owned, and minority-owned (SWaM) businesses.

SWaMfest features engaging workshops and networking opportunities, enabling SWaM businesses to interact with representatives from VASCUPP institutions, prime contractors, corporations, and other SWaM businesses.

VASCUPP is committed to helping Virginia's SWaM businesses remain strong, vibrant, and successful while connecting them to our purchasing power.

Recent Contract Activity

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

In Progress

- Strategic Services

Recently Awarded

- Dining Services
- Lodging & Conference Events
- Student Search Services for Undergraduate Admissions
- Vessels—Haul-out, Term Maintenance & Repair
- Aerial Imaging Services

Coming Soon

- Print Management Service
- Strategic Print Services
- Binding Service
- Move Management Services



America To Go Reminder

When placing an order through ATG, please ensure that you are selecting the appropriate Function type as described in the [Business Meal Policy](#). Note that Internal Trainings (department wide trainings or retreats) and Employee Appreciation Events (department wide appreciation) may only be held once per semester.



buyW&M Office Hours & Help Desk

For individualized help with buyW&M in specific scenarios, buyW&M office hours are held on the last Wednesday of every month from 3:00—4:00p.m. Join the office hours through this [Zoom link](#).

Need assistance with buyW&M right away? Please submit issues and questions to the buyW&M Help Desk <https://go.wm.edu/V5GyX2> or call the help line 757-221-3954.

Vendors who need help with buyW&M and are not employees of W&M/VIMS may reach out to buywm@wm.edu.



Construction Corner

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

For questions, email procure@wm.edu.

Supply Chain Resources

[Procure-to-Pay Matrix](#)

[Finance Forms & Instructions](#)

[buyW&M User Guides](#)