



PROCURE-TO-PAY NEWSLETTER

William & Mary Supply Chain Services

October 2023

Procure-to-Pay Forum & Vendor Fair



Thank you to all who attended our Fall 2023 Procure-to-Pay Forum! We enjoyed the opportunity to share the latest Supply Chain Services updates. Video recording of the Forum and PowerPoint presentation will be available in Cornerstone coming soon. Attendees, we would like to hear your [feedback on this event here](#).

We would also like to give a special shout-out to the vendors who attended our Vendor Fair: [Baker's Crust](#), [Ben & Jerry's](#), [Extraordinary Cupcakes](#), [Fastenal](#), [Fisher Scientific](#), [Graybar Electric](#), [La Tolteca](#), [New World VR Corporation](#), [Panera](#), [Shaffer Evaluation Group](#), [Super Chix](#), [TSRC](#), [Which Wich](#), and W&M Catering.

Independent Contractor - Certificate of Insurance

When will a Certificate of Insurance be required?	
	COI Needed?
Editor	<input type="checkbox"/>
IC Lighting Designer	<input checked="" type="checkbox"/>
Choreographer	<input checked="" type="checkbox"/>

If a contractor is coming onsite to perform services, a Certificate of Insurance (COI) must be on file. The IC Contract Request has been revised to ask this question which will be verified by the Sourcing member and W&M Risk Management. Supply Chain Services and Risk Management will be working together to establish a more comprehensive chart for when a COI will be needed by the contractor. An example is shown at left.

Tip From AP: Invoice Dates

Invoice payments are due NET30 days to the vendor. AP uses an internal due date of NET23 days. Invoice due dates are based on the later date between the invoice received date and goods/services received date. When determining when a vendor will be paid, please refer to your invoice date entered on the buyW&M invoice and receiving entered against the PO. Or you can look at the payment details in Banner using the Vendor Detail History screen FAIVNDH.

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.

Recent Contract Activity

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

Recently Awarded

Strategic Support Services:

- Berry Dunn McNeil & Parker, LLC
- One Sixty Over Ninety LLC
- 65 West Holdings Corporation
- Greensky Development Group
- Ben Allegretti Consulting Inc
- Chesapeake Environmental Communications Inc
- Corrin & King Business Strategies LLC

- Deloitte Consulting LLP
- Guidehouse Inc
- Huron Consulting Services LLC
- Impact Makers, Inc.
- InProcess Consulting LLC
- Jones Lang LaSalle Americas, Inc.
- K L Scott and Associates LLC
- Kennedy & Company Education Strategies
- Porter Khouw Consulting
- Dick Jones Communications LLC
- Richard Harrison Bailey, Inc.
- Twenty39 LLC
- Walker Consultants

In Progress

- Move Management Services

Coming Soon

- Print Management Service
- Trades, Open Enrollment for General Maintenance
- Strategic Print Services

America To Go Reminder

When placing an order through ATG, 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.



4Imprint

4Imprint is buyW&M's latest vendor to bring on a punchout. This vendor offers a variety of promotional products, apparel, and giveaways.

Guidance on Gift Policy

Under state law, a university employee may not accept any gift, even of nominal value, that tends to influence an employee in the performance of their university job. It is prohibited to accept gifts from current or potential vendors. Gifts from other sources (colleagues, professional networks) may be permitted if the gift is valued at less than a specific dollar amount. Disclosure of the acceptance of non-vendor gifts to you as a university employee to the Conflict of Interest Committee is required under the Conflict of Interest Policy. Questions? Email procure@wm.edu



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.

Construction Corner

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

[Muscarelle Museum Expansion and Renovation](#) 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.

Supply Chain Resources

[Procure-to-Pay Matrix](#)

[Finance Forms & Instructions](#)

[buyW&M User Guides](#)