



PROCUREMENT SERVICES

Newsletter

July, 2018

Update: America To Go

Beginning August 6, 2018, the America To Go program will be required for food orders for the William & Mary campus, paid with university funds (state or local). VIMS will launch the program at a later date. America To Go is a web-based, managed catering platform for local food ordering.

For help using America To Go, resources such as contact information, vendor network, and FAQ may be found on the [Procurement Services Catering](#) page. In addition, we will be adding America To Go information to Cornerstone. A launch event is forthcoming. For more information, contact Dave Zoll at djzoll@wm.edu.

TSRC: Gear Up for the New Semester

[The Supply Room Company \(TSRC\)](#) is the official, mandatory office supply provider for William & Mary. TSRC is a SWaM-certified woman-owned small business that has provided consistent goods and services to W&M.

In addition to office supplies, departments may place furniture orders less than \$5,000 through the TSRC quick ship program. Visit www.thesupplyroom.com.

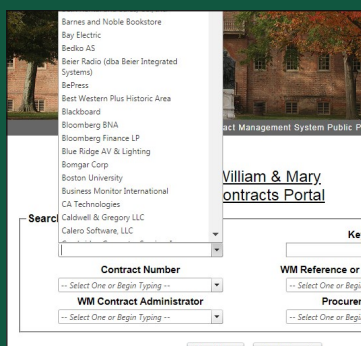


Local Funds Update

In support of changes to the campus [local funds policy](#), the Procure-to-Pay Matrix has been updated to reflect those changes. Visit <https://procuretopay.wm.edu/>.

Contract Portal Tip: How to Find a W&M Contract Using Contractor Name Search

One option in the [Contract Portal](#) is Contractor Name Search. This search feature allows for a search by all or part of a contractor name. For example, entering the word “signs” would retrieve all contractors with the word “signs” in their company name. Users can also use the drop down list to find a specific contractor. For help using the Contract Portal, email procur@wm.edu.



Visit us at www.wm.edu/offices/procurement
Questions or Comments? Call 757-221-3952 or email procur@wm.edu

Procure-to-Pay Forum

The next Procure-to-Pay Forum is Tuesday, October 30, 2018, from 10 a.m. - 12 p.m. at the Sadler Center Commonwealth Auditorium. More details coming soon!



We're On Twitter!

Stay up to date with what's going on in Procurement Services with our Twitter page! Follow us at [@wmprocurement](https://twitter.com/wmprocurement)

Recent Contract Activity

In Progress

- Strategic Print
- Sponsorship/Multimedia Rights
- Athletic Consulting
- Lighting Fixtures
- Kitchen Equipment
- Special Event Media Production Services
- Athletic Software/Recruitment and Compliance

Recently Awarded

- Paving Services

Coming Soon

- Photographers, writers
- Fire Suppression Systems Maintenance
- Recycling & Waste Removal



SPCC - Question of the Month

Question: When I log into Works, I have a Flagged transaction showing on my home page under Action Items. How do I see why the transaction was flagged?

Answer: In order to view Flagged transactions, click on Flagged from your home page, and this will bring you to all of your Flagged transactions. Hover over the document (TXN) number and select View Full Details using the black drop down arrow. Click on the Transaction tab, and you will be able to view under Comments why the transaction was Flagged and who flagged it. Address the Flag accordingly, and then remove the Flag using the Actions drop down menu. You will be prompted to enter a Comment before removing the Flag — this is required and should be a brief explanation of how you fixed the Flag. Then click OK. Follow the steps in the [How to Address Flags in Works](#) tutorial for more information.



eVA - Tip of the Month

“Confirming Order: Do Not Duplicate” should only be selected if the eVA order is truly confirming an order such as a point of sale purchase.

PR8002337: Colonial Scientific - lab supplies

Review your requisition, make changes as necessary, and submit the request for approval.

Summary Approval Flow

Client Name: A204CWM - College of William and Mary

Title: * Colonial Scientific - lab supplies

On Behalf Of: Dixon, John

Agency Number: 204-College of William and Mary

Fiscal Year: 2018

PO Category: R00 - Supplies - Non-Technology

Procurement Transaction Type: R00 - Supplies - Non-Technology

Header Cross Reference:

Confirming Order: Do Not Duplicate:

Upcoming Training Sessions

Please log into [Cornerstone](#) to register for the session(s) you are interested in attending.

August 2, 9:00 - 11:00 a.m. - Procurement Processes

August 14, 9:00 - 11:00 a.m. - SPCC

August 16, 9:00 - 11:00 a.m. - eVA

How do I make a purchase...? Check the P2P Matrix as your first stop: <https://procuretopay.wm.edu/>