PROCUREMENT SERVICES

Newsletter   **July, 2019**

Speaker, Entertainer, and Performer Process

Speakers Entertainers and Performers ⓘ								
Commodity / Procurement Type Includes... ⓘ	SPCC Transactions under $5000	eVA Exempt	Competition Exempt	Funding Source	Contract	Approval Needed	Owning Dept	Links
Payment to an individual who is not an employee of W&M coming to speak to a public audience where any portion of the engagement (ie. fees, travel, etc.) was negotiated and/or payment is expected	No	No - Code X02	Yes	State or Local		Authorized Approver	Procurement	Speaker/Presenter Agreement Short Form

Effective August 1, 2019, contracts related to Speakers, Entertainers, and Performers should be entered into eVA to generate a Purchase Order, as these transactions are no longer SPCC eligible. Please ensure that the requisition is coded X02 so no eVA fees are incurred. The Speaker/Presenter Agreement Short Form has also been updated and can be found on either the Finance Forms page (https://finopsforms.wm.edu) or on the Procure to Pay Matrix (https://procuretopay.wm.edu/). Also as a reminder, all Independent Contractors must be entered into eVA for approval and processing. Please contact Procurement Services for any questions regarding these process changes.

New Federal Express Contract

W&M is now utilizing UVA's/NASPO's Federal Express contract. FedEx has transferred all existing university account numbers to this contract in order to automatically receive the new contract pricing. If you need a new account number under the contract, please email the completed New Account Request spreadsheet to stategov@fedex.com.

VIMS account users will be transferred over in the coming weeks.

IT Procurement Approvals

Departments are required to present an IT approval email when purchasing or renewing technology related software, hardware, consulting, or services. This starts with a "Request IT" ticket. Departments working on a project or procurement must submit an IT procurement request at support.wm.edu or at https://www.wm.edu/offices/it/itrequests/index.php as soon as they know a technology purchase or renewal will take place. Please include all quotes or other documentation provided by the vendor with your request. Procurement Services will review proposed purchases following the required review and approval from IT.

Select purchase categories do not require approval. The few exemptions can be found on the Purchases Requiring IT Approval webpage.

eVA/W&M Supplier Training

The next eVA/W&M Supplier Training will be Thursday, August 22, 2019, 9:00 a.m. - 12:30 p.m. at Procurement Services. This session will provide an overview of the Commonwealth of Virginia purchasing processes, including purchasing policies that affect how buyers use the eVA system to purchase goods and services. For more info and to register, visit our website.

How Do I Find Out If a Vendor's Contract Has Expired?

The Contract Portal is a great resource for checking the expiration date for a contract. To get started, find your contract by searching one of the six different search fields. Once you have the contract pulled up, you are able to determine the Renewal Date, Renewals Remaining, and the Final Expiration for the contract.

Renewal Date:	10/6/2021
Renewals Remaining:	3, One Year
Final Expiration:	10/6/2021

Recent Contract Activity

To see current solicitations in eVA, click here.

In Progress

- Local Lodging
- Athletic Trainer
- Electric Motor & Water Pump Repair and Replacement
- Photographers, Writers, Videographers
- Healthcare Services

Recently Awarded

- Food Truck Services
- Consulting Services
- Pouring Rights

Coming Soon

- IT Contractors
- Highland Exhibition

VHEPC Update

Special thanks to Ryan Balber for spending the day with the Procurement team to discuss sourcing and Virginia Higher Education Procurement Consortium!

New Forms Page

The Finance Forms & Instructions page is live! This page is intended to be a "one stop shop" for all Finance related forms aggregated on one page. Since forms will be revised on an ongoing basis, **please do not archive forms** on your local hard drive. Users may access the forms page by visiting: https://finopsforms.wm.edu/. **New and updated forms have been added!**

SPCC Question of the Month

Question: I have a purchase that I would like to split between State and Local funds. Do I have to make two individual purchases on the SPCC, or is there a way to divide the purchase in Works so I can process it as one transaction?

Answer: The purchase should be completed as one transaction on the SPCC. In Works, there is an option for Multiple Index Allocation within the transaction. For step-by-step instructions, log-in to Cornerstone and search SPCC Multiple Index Allocation in the Search bar. On the Training Details page under Resources, click on Multiple Allocation Training which will take you to the PowerPoint including voiceover.
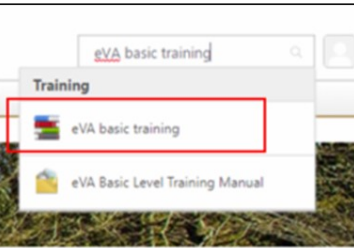
eVA Training Videos

Attention eVA users! There are now supplemental training videos loaded into Cornerstone to help guide eVA users on how to create, change, and approve eVA requisitions. Search for these videos by entering "eVA basic training" into Cornerstone's search field, then select the option with the stacked books (shown left). Please contact John Dixon for any questions or issues regarding these trainings.

What's new with ATG?

In the first year, America To Go orders reached $1,700,000 with over 3,600 transactions that did not require SPCC reconciliation, Vendor Payment Request paperwork or reimbursement of personal funds. There are 66 active menus on the portal, and the latest menu update is **Moe's Southwest Grill Williamsburg.**

Visit the ATG homepage for more information on ATG, including frequently asked questions and more.

Feedback Survey

Let us hear from you! Do you have feedback on the Procurement Services newsletter, or other procurement related comments? Do you wish to see specific topics addressed in future editions? We welcome you to take our new Feedback Survey and let us know what's on your mind.

Upcoming Training Sessions
Please log into Cornerstone to register for the session(s) you are interested in attending.

August 1, 9:00 - 11:00 a.m. - Fundamentals of Procurement
August 15, 9:00 - 11:00 a.m. - eVA Training
August 20, 9:00 - 11:00 a.m. - SPCC Training

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