



PROCURE-TO-PAY NEWSLETTER

William & Mary Procurement Services & Accounts Payable

January 2022



Office Updates

William & Mary Procurement Services and Accounts Payable are combining offices! Both departments are now on the W&M campus in the former procurement office located at 115 Grigsby Drive, Williamsburg, VA 23185. Find us on the [campus map](#) as building #238, the Facilities Management building, lower level. Office telephone numbers will remain unchanged.

Buying COVID Supplies & PPE for Spring Semester

Effective Monday, January 31st, 2022, the [Facilities Management Warehouse](#) will be accepting central orders for delivery of COVID supplies and PPE to order through the FAMIS Shopping Cart. Available supplies include: hand sanitizer, disinfecting wipes, disinfectant spray, reusable cloth masks, disposable masks, and KN-95 masks. Departments should continue to source these products through the warehouse before purchasing from other suppliers. Any KN-95 orders for faculty and staff will require a waiver request be completed in advance – more information will be shared on that pre-requisite for the KN-95 orders. As a reminder, any N95 masks that are purchased by the university must be approved by EH&S prior to purchase and required users are enrolled in the Respiratory Protection Program.

Reminder for eVA PO Invoices Submitted Into buyW&M

The last day to submit an invoice against an eVA PO in buyW&M is 1/31/22. eVA PO invoices needing to be submitted starting 2/1/22 on will require an eVA change order to close out the PO and the purchase order must be recreated for the remaining amount in buyW&M. After 1/31/22 all eVA PO's must be closed out within 30 days.



Welcome, Brandon!

Brandon La Dieu is the newest addition to both the Procurement and Accounts Payable team, working within both departments as Supply Chain Specialist. Brandon comes from an AP and Supply Chain background, having worked at Smithfield Foods the last 6 years as an AP Clerk and Senior Customer Success Specialist. He is very excited to be joining W&M, and as a longtime patron to Colonial Williamsburg, he's frequented the area and loves it here! He and his wife, Tes, lived in the 'burg for quite a few years but now live in Newport News. In his down time, Brandon enjoys hiking, archery, and playing Dungeons & Dragons; but at the end of the day nothing beats curling up on the couch with his wife and two cats, Farah and Caesar!

Visit us online at www.wm.edu/offices/procurement (procurement)
and www.wm.edu/offices/financialoperations/ap/index (accounts payable)

Recent Contract Activity

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

In Progress

- E-Learning
- International Student Recruitment

Coming Soon

- Lodging & Conference Events
- Vessels—Term Maintenance & Repair
- Admissions Recruitment Software

William & Mary Discount Marketplace Program

University Human Resources is excited to partner with Beneplace to offer faculty and staff members access to thousands of exclusive discounts and savings on products, services and experiences through the William & Mary Discount Marketplace program. This program will be announced to the full campus community in February 2022. **Thank you to Sherrene Moore, Senior Sourcing Specialist, for spearheading the solicitation and contract negotiation for our university!**

The William & Mary Discount Marketplace program is cost free.

Just visit <https://discounts.wm.edu> and enter your W&M credentials (SSO) to start saving on:

- local Williamsburg discounts
- health and wellness products and memberships
- food and beverage delivery
- electronics and apparel
- financial and educational services
- home goods and home office supplies
- flowers and gifts
- attractions, shows, concerts and sporting events
- hotels and rental cars
- and much more!

We look forward to your feedback. If you have suggestions or comments related to the W&M Discount Marketplace, please forward them to AskHR@wm.edu. All comments are welcomed and appreciated.



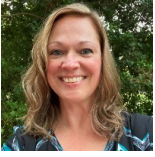
SPCC Reminder

If a vendor is Active in buyW&M, then buyW&M should be utilized, not the SPCC. Diamond Springs is a registered vendor in buyW&M. Users should create a blanket PO for FY22 to process invoices in buyW&M.



buyW&M Virtual Office Hours

For help with a specific scenario in buyW&M, stop in during the buyW&M Zoom office hours on Wednesdays from 2:30 - 4:00 for assistance. Join for help in troubleshooting your situation or to learn from the questions of others. Zoom link: <https://cwm.zoom.us/j/...EU3FicWVJNTJoNEFjUT09>



Way to Go, Feleasha!

W&M Senior Sourcing Specialist Feleasha Sherfy has earned the designation of Certified Professional Public Buyer (CPPB) by the [Universal Public Procurement Certification Council!](#)

The CPPB program is designed for individuals who are responsible for performing essential functions within the procurement cycle for a public/government entity, and the designation demonstrates an individual's comprehensive mastery of public procurement.

In addition to this achievement, Feleasha has also recently been selected to receive an NIGP scholarship award for the Workforce Development Scholarship Program. Congratulations, Feleasha!

Reminder: Supporting VA's Effort to Reduce Single-Use Plastic

Executive Order 77 (EO77) requires all state agencies and institutions of higher education to discontinue buying, selling or distributing certain plastics, including disposable plastic bags, single-use plastic and polystyrene food service containers, plastic straws and cutlery and single-use plastic water bottles.

There are three parts to the order:

1. Immediate cessation of buying, selling, and distributing certain single-use plastic items: disposable plastic bags, single-use plastic and polystyrene food service containers, plastic straws and cutlery, and single-use plastic **water** bottles (July 21, 2021)
2. State Agency Plastic Pollution Plan to eliminate buying, selling, and distributing of **all** non-medical single-use plastic items by Dec. 31, 2025. (Sept. 20, 2021)
3. Report from the Secretary of Natural Resources for reducing and diverting solid waste

How will this impact our procurement and operating procedures:

1. Effective immediately we will no longer order cessation items (plastic bags, single-use plastic and polystyrene food service containers, plastic straws and cutlery, and single use plastic water bottles).
 - As it relates to "single use" water bottles - we are working with our Pepsi contract representative on alternatives. This may include canned or cardboard containers in vending machines and larger (greater than 32 ounces) in sundry shops.
 - We are permitted to use our existing inventories thru 2022.
 - Current trashcan liners will continue to be used until a viable option is determined, however we will be reducing the number of small trash cans.
2. BuyW&M punchout lists and vendor catalogs will be updated to remove cessation items and replace with alternatives as we learn more about possible options.
3. America To Go and other vendors will be informed of EO77 guidelines. Events scheduled to occur after July 21 may need to be adjusted to not include the cessation items (plastic bags, single-use plastic and polystyrene food service containers, plastic straws and cutlery, and single use plastic water bottles).
4. We are investigating additional water fountains, bottle filling stations and vending options to support our employee and student populations.

If you have a question or comment regarding EO77, please use this [link](#) to submit. The EO77 Planning and Implementation Teams will continue to communicate with this group as we learn more from the DEQ and encourage you to visit the DEQ [website](#) for additional information.