



PROCUREMENT SERVICES

Newsletter

April, 2018



W&M Supplier Diversity Fair

On Thursday, April 12, 2018, Henry Broaddus, VP for Strategic Initiatives and Public Affairs, welcomed 46 businesses to the Campus Center's Trinkle Hall to kick off the 5th annual W&M Supplier Diversity Fair.

The Supplier Diversity Fair allows for small, women, and minority-owned (SWaM) businesses to meet with department representatives face-to-face to establish or further their relationships and learn more about William & Mary's product needs. These suppliers represented more than \$2.5 million in annual business for W&M.

Thank you to all who helped make this year's Supplier Diversity Fair a success!



TSRC Delivering Strategic Value

The Supply Room Companies (TSRC), the campus strategic business partner for office supplies and furniture, provided their annual rebate to William & Mary, this year exceeding \$19,000. At left, Dutch Jones, TSRC Business Development Manager, presents the check to Amy Sebring, CFO for Finance and Administration.

For more information on TSRC, including setting up a new account, [visit our website.](#)

Visit us at www.wm.edu/offices/procurement

Questions or Comments? Call 757-221-3952 or email procur@wm.edu



Procure-to-Pay Forum Available in Cornerstone

The full PowerPoint presentation for the Spring Semester Procure-to-Pay Forum is now available in Cornerstone.

To request this presentation, along with a helpful Q&A featuring questions from the event, visit [Cornerstone](#) and search "procure to pay".

Recent Contract Activity

In Progress

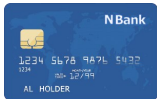
- Remote Document Storage
- Preferred Local Lodging
- Paving Services
- Strategic Print
- Wren Building Painting
- Career Services/Student Conduct RFP
- Sponsorship/Multimedia Rights
- Athletics Sports Medicine

In Progress (cont'd)

- Temporary Bleachers - Football
- Athletic Software/ Recruitment and Compliance
- Health & Wellness Services

Coming Soon

- Recycling Services
- Catering Solution



SPCC - Question of the Month

Question: Do I still need to sign off on fraudulent/disputed charges and/or credits?

Answer: YES. The transaction(s) posted to the account and must be reconciled even if they are fraudulent/disputed and/or credits.

1. Complete reconciliation in Works as you normally would on any routine transaction (allocate/edit/update Banner description).
2. Upload any receipts or supporting documentation if available.
3. Leave a brief comment in the Comments section during sign off in Works stating the transaction was fraudulent/disputed and will be credited to your account.

For more information, visit the [Frequently Asked Questions](#) section under SPCC on the Procurement website.

Upcoming Training Sessions

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

June 7, 9:00 - 11:00 a.m. - Procurement Processes

May 8, 9:00 - 11:00 a.m. - SPCC

May 17, 9:00 - 11:00 a.m. - eVA

New Contract: AV for Special Events

If you are planning a special event and need to rent audio/visual equipment, Procurement Services has set up contracts with seven suppliers: Audiocraft, Blue Ridge AV, Craftwork Sound, Fidelity Sound, James River AV, S&S Production, and Stage Right Lighting.

Each contractor offers a range of rental equipment and the labor to set-up, operate, and take down as needed. For details, see the [Procurement Services webpage](#).



eVA - Tip of the Month

Adding Vendor Quotes to eVA Requisitions Greater than \$5,000

When submitting an eVA purchase requisition over \$5,000, please attach the vendor's quote and be sure **NOT** to select the "Visible to Supplier" box.

If there are any questions, please contact John Dixon at jadixon@wm.edu.

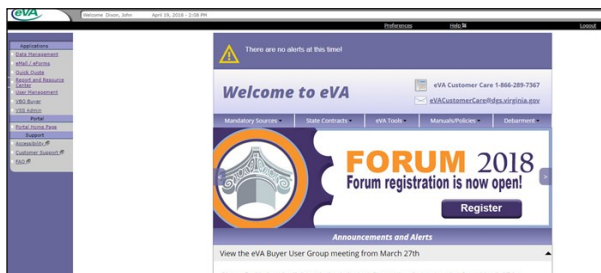
| Attachments | | | | | | |
|---|---------------------------|-------|-------------|--------------------------|---------------------|--|
| File Name | Date Created | Size | Creator | Visible to Supplier | Mark as Proprietary | |
| Acme Co. Quote.pdf Download | Mon, 9 Apr, 2018, 4:27 PM | 63 KB | Dixon, John | <input type="checkbox"/> | | |
| Add Attachment | | | | | | |

Accounting Corrections on Purchase Orders

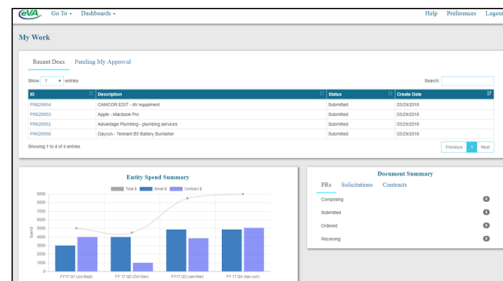
Reminder: Please do not create change orders in eVA to revise internal accounting information. If an index or account number needs to be changed on the encumbrance, please contact John Dixon and he will revise the accounting in Banner.

New eVA Buyer Portal Coming May 4th

On Friday, May 4th, eVA will debut the new "Buyer Portal," which is the screen users see when they first log into eVA. Procurement Services is working on screen shots to map the new locations of the applications used in eVA and will send these out to all eVA end users prior to the launch date. Below are side-by-side comparisons of the current page and what will be seen on May 4th.



Current Buyer Portal



New Buyer Portal



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