



PROCUREMENT SERVICES

Newsletter

October, 2018

Procure-to-Pay Forum & ATG Event

Tuesday, October 30, 2018, 10:00 a.m. - 12:00 p.m.

The next Procure-to-Pay Forum is almost here! Join us in the Sadler Center Commonwealth Auditorium for the latest news and updates. Have questions for Procurement Services, Accounts Payable, or IT? Let us know by emailing procure@wm.edu.

Following this event, guests are invited to stop by Sadler Center Chesapeake A from 12:00 - 1:00 p.m. for a complimentary America To Go Launch "Tasting" Event. Sample from the menus of over 20 caterers and local restaurants participating in the [America To Go](#) program and get to know the vendors in the process. RSVPs are requested through 10/19: <http://forms.wm.edu/39346>

Be sure to bring a canned food item for the [PPFA and Staff Assembly's food drive!](#) By bringing at least one in-need item, you will be included in the prize raffle for some awesome W&M swag from the VASCUPP contracted small, woman-owned supplier, [Bright Ideas!](#)

New Bus Transportation Contracts

Starting January 1, 2019, William & Mary will be utilizing recently awarded cooperative contracts with these transportation companies for charter bus services for the Athletics and campus wide departments of W&M and VIMS. These contracts include:

- Agape Travel and Tours, Contract Number COOP19-1993
- James River Bus Lines, Contract Number COOP19-1996
- Oleta Coach Lines, Inc., Contract Number COOP19-1994
- Venture Tours, Inc., Contract Number COOP19-1995

For more information on these new bus transportation contracts, visit the [W&M Contract Portal](#).



eVA/W&M Supplier Training

The eVA/W&M Supplier Training is scheduled for Nov. 5, 2018 at the W&M Procurement Services Office. Attendees will learn the tools and tricks of using eVA, like creating a product catalog and using eVA's free reporting tools. If you are not already an eVA registered Vendor, learn how to enroll. [Visit our webpage](#) for more information on this event.

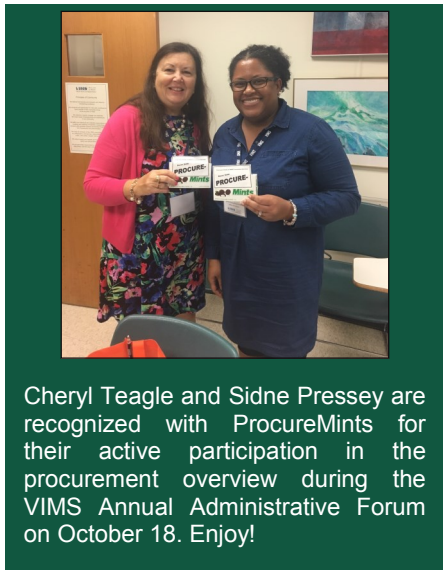
How Do I Find Out If a Vendor's Contract Has Expired?

Using the [Contract Portal](#), find your contract by searching one of the six different search features. Once you have the contract pulled up, you are able to determine the Renewal Date, Renewals Remaining, and the Final Expiration for the contract. For more information on using the Contract Portal, email procure@wm.edu. Example:

Renewal Date:	2/28/2019
Renewals Remaining:	2, One Year
Final Expiration:	2/28/2021



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



Recent Contract Activity

In Progress

- Athletic Software/Recruitment and Compliance
- Recycling & Waste Removal
- Powerwashing
- International Employee Hire
- Carpet & Upholstery Cleaning

Coming Soon (cont'd)

- Fire Suppression Systems Maintenance
- Museum Conservation & Display Services
- Student Summer Storage RFP

Coming Soon

- Photographers, Writers

Recently Awarded

- Sponsorship/Multimedia Rights
- Special Event Media Production Services



Welcome Rebecca Kinhead

Rebecca Kinhead has joined W&M as a Senior Sourcing Specialist. Rebecca is delighted to be a part of the Procurement Services team at William & Mary (her father's and husband's alma mater). She is a certified professional purchasing agent and has had the good fortune to work and travel for several manufacturing companies (most recently Canon Virginia, Inc.) over her career. She was raised in Newport News and Williamsburg and has been a local since 1989. She and her husband Tim have one adult daughter, Emily, who is currently a graduate student at James Madison University studying Speech Language Pathology. Rebecca is also a certified yoga instructor, guiding a weekly yoga practice at Avalon Center for Women and Children. She enjoys her family, yoga, reading, and travel.



SPCC - Question of the Month

Question: A transaction was Flagged in Works requesting the itemized invoice and business purpose for the purchase. Am I supposed to include the invoice and business purpose along with the final receipt for all purchases?

Answer: Yes. All documentation must be uploaded to the transaction in Works to include the business purpose, itemized invoice, and final receipt. If the business purpose is not clear based on the receipt documentation uploaded, a Comment should be left on the transaction in Works describing the bona fide business purpose.

America To Go

What's new with [America To Go](#)? To date, ATG orders exceed \$215,000 with more than 730 transactions that did not require SPCC reconciliation, Vendor Payment Request paperwork or reimbursement of personal funds. There are currently 44 active menus on the portal with several more in process. See our [website](#) for more info.

Local Lodging

W&M has contracted with local hotels and B&B's to offer greater value to the university community. For [business-related lodging](#), the contract terms include direct billing, accepted terms, and special pricing. Friends and family visiting the campus may also use these same lodging contract partners, with special rate codes on the [friends & family](#) webpage.

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

November 1, 9:00 - 11:00 a.m. - Procurement Processes
November 13, 9:00 - 11:00 a.m. - SPCC
November 15, 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/>