



PROCUREMENT SERVICES

Newsletter

November, 2018

Procure-to-Pay Forum & ATG Tasting Event

On Oct. 30, 2018, Procurement Services, along with Financial Operations and IT, hosted the latest Procure-to-Pay Forum. We had a wonderful turnout of over 100 guests attending in person and over 85 viewing the [Forum video online](#). This presentation is also available in [Cornerstone](#), keyword search "procure to pay".

Following the Forum, guests were invited to attend an [America To Go](#) Tasting Event, getting a chance to meet ATG program vendors and sample from their menus. Our food vendors did a fantastic job making this a fun event. Special thank you to: Anna's Brick Oven, A Sharper Palate, The Catering Place, William & Mary Dining, Divine Lunches, Baskin Robbins Ice Cream, Fuddruckers, The Catering Company, Old City BBQ, Jason's Deli, Honey Butter's Kitchen, Which Which, Alpha Pitt Smokers, and Butler's Unique Catering.

We would also like to thank [The Supply Room Company](#) for attending the Forum, as well as three of our new print vendors for attending the tasting event: Liskey & Son's Printing, Hackworth Reprographics, and B&B Printing Co. For more photos, visit our [Procurement Events Gallery](#).



New Laboratory and Scientific Contract Matrix

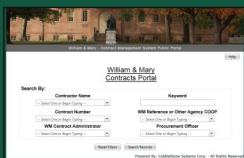
For those who purchase laboratory and scientific equipment and services, Procurement Services has posted an updated [R&D contract matrix](#) on our website. New cooperative contracts have been added and the matrix has been enhanced for ease of use. Contracts are hyperlinked to the corresponding contract summary sheets for a more detailed review. Please [contact us](#) with any questions concerning the matrix.



Guidance on Holiday Gift Acceptance

Under state law, a university employee may not accept any gift, even of nominal value, that tends to or is designed to influence an employee in the performance of their university job. It is prohibited to accept gifts of any amount from current vendors or from potential vendors who wish to do business with W&M. Gifts from other sources (e.g. colleagues, professional networks) may be permitted if the gift is valued at less than a specific dollar amount. Disclosure of or questions about the acceptance of non-vendor gifts to you as a university employee to the [Conflict of Interest Committee](#) is required under the Conflict of Interest Policy. Questions? procure@wm.edu

I hear there's a new contract at W&M. Where can I find more info?



The **Contract Portal** is your one-stop shop for finding new or established contracts at W&M. Not sure of the exact spelling of a contractor name? Search fields include drop down menus in several categories for easy searching. A keyword search will also return any contract with the keyword in the contract name. For example: A keyword search for "bus" will return results for "bus transportation" and "business cards".



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

New Bus Transportation Contracts

Starting January 1, 2019, W&M will utilize recently awarded cooperative contracts with these transportation companies for charter bus services for the Athletics & campus wide departments of W&M and VIMS:

Agape Travel and Tours
James River Bus Lines
Oleta Coach Lines, Inc.
Venture Tours, Inc.

For more info on these contracts, visit the [W&M Contract Portal](#).

Recent Contract Activity

In Progress

- Athletic Software/Recruitment and Compliance
- Recycling & Waste Removal
- Powerwashing
- Carpet & Upholstery Cleaning
- Photographers, Writers
- Student Summer Storage RFP

In Progress (cont'd)

- Fire Suppression Systems Maintenance

Coming Soon

- Museum Conservation & Display Services
- Photographers, Writers, Videographers

eVA Purchase Order Prefix Change

Due to recent updates eVA has made, the prefix on eVA Purchase Orders where a PCard is not being used will change from DO (Direct Order) to EP (Electronic Procurement) as of November 5, 2018. This change will not impact any previously issued POs where a change order will be generated, as those orders will continue to have the DO prefix. All new encumbrances in Banner will now read E##### instead of D#####. **Again this is only for new eVA POs where the 'Use PCard' option is not selected.** If you have any questions, please contact [John Dixon](#) or [Marra Austin](#). Below is an example of a current purchase order and what to expect following the change:

The image shows two screenshots of the eVA Purchase Order interface. The left screenshot shows an order with Order No. DO1973213, issued on Thu Nov 01 10:38:24 EDT. The right screenshot shows the same order after the change, with Order No. EP619450-, issued on Mon Oct 15 16:03:50 EDT. A green arrow points from the left screenshot to the right one, indicating the transition.



SPCC - Question of the Month

Question: I recently accepted another position at William & Mary. What should I do with my SPCC before I leave my current department?

Answer: In most cases, the account will need to be closed and the SPCC shredded when a cardholder changes departments within W&M. All transactions will need to be reconciled by both cardholder and approver as well. If a SPCC is required in the new position, a new card can be ordered. It is also important to let Procurement know if you change positions within the same department and the SPCC will no longer be needed in the new position.

What's new with ATG?

To date, [America To Go](#) orders exceed **\$365,000** with more than **1,100** transactions that did not require SPCC reconciliation, Vendor Payment Request paperwork or reimbursement of personal funds. There are currently **49** active menus on the portal with 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](#), contract terms include direct billing and special pricing. Friends & family visiting W&M may use these 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.

December 6, 9:00 - 11:00 a.m. - Fundamentals of Procurement

December 11, 9:00 - 11:00 a.m. - SPCC

December 20, 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/>