



# PROCUREMENT SERVICES

Newsletter

January 2020

## New Procure-to-Pay Project Kick-Off in March

On December 19, 2019, W&M signed a contract to procure a new procure-to-pay system. While the Commonwealth of Virginia is engaged in an RFP process for a new electronic procurement system to replace the current eVA system, W&M undertook an evaluation this fall to assess whether the university would be better off staying with the state's procurement system or shifting to our own university system.

**WHAT** After an in-depth review, W&M has decided to move forward with its own system, and will join other Tier III peers: UVA, VT and VCU in adopting an enterprise-wide source-to-settle system (vendor onboarding, procurement, sourcing, payment, and contracting). Once implemented, the system will enhance the customer experience and afford improved efficiency for campus.



Attendees at the recent P2P system demonstration

**WHY** The benefits of a customized procure-to-pay system include reduction in manual non-value add tasks, expediting transactions, and increasing transparency.

**WHEN** The project will begin in March 2020 with full implementation in approximately 18-24 months. Stay-tuned for ongoing communication of this exciting project.

**HOW** Interested in a system demo? A recording of the January campus system demonstration is now available in [Comerstone](#), keyword search "Jaggaer".

## SWaM Spotlight: Procure-to-Pay Forum & Supplier Diversity Fair

On Tuesday, February 18, 2020, we will combine two events into one, beginning with the Procure-to-Pay Forum from 9:00 a.m. - 10:00 a.m. in Sadler Center Commonwealth Auditorium and concluding with the annual Supplier Diversity Fair from 10:00 - noon in Sadler Center Chesapeake A, B & C.

Immediately following the Procure-to-Pay Forum, join us for the 7th annual [Supplier Diversity Fair](#). As in the past, there will be representatives from W&M's diverse supplier community of small-, women-owned and minority-owned (SWaM) businesses. Come meet with these businesses and learn about what sets these companies apart from others and how you may be able to help W&M exceed our supplier diversity goals!



Supplier Diversity Fair

Please be sure to [register now](#) to attend the Procure-to-Pay Forum and Supplier Diversity Fair for an accurate head count.

Know of any SWaM companies you think would be interested in exhibiting? Contact [Laken Marley](#) with the company name and contact information.

## Open Lab Training

Do you ... purchase goods and services? Use eVA? Use SPCC? Hire Independent Contractors, Speakers, etc? Procurement Services is holding an open lab on March 12, 2020, 9:30 a.m. - 11:00 a.m. at Jones Hall Rm 203, to help campus clients better navigate procurement systems and processes. This session is open to everyone. For questions, email [procure@wm.edu](mailto:procure@wm.edu).



Visit us at [www.wm.edu/offices/procurement](http://www.wm.edu/offices/procurement)  
Call 757-221-3952 or email [procure@wm.edu](mailto:procure@wm.edu)



## New System Name Submissions

We want to hear from you! Provide insight on the name for W&M's new Procure-to-Pay System.

We are looking for your assistance to help name the system! [Click here](#) by Feb. 4th to provide your suggestion. The top submissions will be included in the upcoming contest for W&M to select the name of the system. The person that comes up with the name selected by the W&M community will win a prize!

## Recent Contract Activity

To see current solicitations in eVA, [click here](#).

### In Progress

- Residential Laundry
- Islandora 8 Migration—Library
- Strategic Printing Open Enrollment
- Highland Exhibition RFI
- Healthcare Services

### Coming Soon

- Ticket Sales Marketing—Athletics
- Lodging RFP
- Vessels—Term Maintenance & Repair
- Muscarelle Conservation Services

### Recently Awarded

- Fine Arts Moving & Storage



## SPCC Question of the Month

**Question:** I am an SPCC Approver, and there are transactions which are Flagged that require additional documentation be uploaded. Should I still sign off on the charges even if they are Flagged/Incomplete?

**Answer:** Yes, transactions must be reconciled by the 23rd of the month in which the cycle closes. The transaction will remain Flagged so the cardholder can make the necessary changes even if sign-off is completed timely.

## Tip to Better Streamline HEETF eVA Orders

When placing an eVA order using Higher Education Equipment Trust Funds (HEETF), please provide who the equipment is being purchased for and what type of funds (i.e. startup funds) if known in the comments section of the requisition. This will better help the HEETF budget approvers to review and approve the requisitions quicker. Please refer to the [Higher Education Equipment Trust Fund](#) page for additional guidance.

## ATG Reminders

When using the [America To Go](#) (ATG) food ordering system, please remember the following:

- If the order exceeds per diem, a bona-fide business justification MUST be included along with the business purpose.
- If there are 10 or less attendees, the full name and affiliation to W&M must be included in the attendee list.

Questions on using ATG? Visit the [Procurement website](#), for ATG contact information, links to training and resources, frequently asked questions, and more.

## Procurement Shout Out

Kudos to John Swaddle, Chair of Biology, for his collaboration and willingness to partner in search of opportunities for savings, sustainability, and SWaM. We appreciate your efforts!

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

On demand Procurement Curriculum is available: includes Fundamentals of Procurement, SPCC and eVA. All trainings and assessments are to be completed prior to issuance of a SPCC or eVA account. Please log into [Cornerstone](#) to register for sessions, search "procurement curriculum."

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