



PROCUREMENT SERVICES

Newsletter

February 2020

Procure-to-Pay Forum & Supplier Diversity Fair



The Spring 2020 Procure-to-Pay Forum featured updates from Financial Operations and Procurement Services. Thank you to all who were able to attend. To view a video and PowerPoint slides of this event, log into [Cornerstone](#) and keyword search "procure to pay".

Following the Procure-to-Pay Forum, the 7th Annual Supplier Diversity Fair featured representatives from W&M's diverse supplier community of small, women-owned, and minority-owned (SWaM) businesses. Over 30 suppliers attended this year's fair. Special thank you to [TSRC](#), which served as our premier sponsor. For a full list of this year's attendees, with links to their businesses, visit the [Procurement Services website](#).

New ATG Vendors: William & Mary Cafés

Pickup service from William & Mary's Cafés has been added to [America To Go](#). Boxed lunch menus may be found under vendor tiles for ISC III (Element Café), Mason School of Business (Monticello Café) and Law School (Law Café).

To learn more about using ATG, visit [our website](#).

TSRC Homepage Refresh

The [TSRC](#) homepage has a new look! To view the W&M custom page, first [set up an account](#) and log in. We have reviewed thousands of items to find some of the best values in the TSRC catalog. Click on any category to see the selection of preferred, best valued products.



SWaM Spotlight: The Catering Place

The Catering Place is an award-winning organization known for customized menus and innovative presentations. Available through [America To Go](#) and recently featured at the Supplier Diversity Fair, The Catering

Place offers full service catering and menus to accommodate any need, including dietary restrictions. For more information on this SWaM vendor, email [Jnel Duncan](#) in Catering Sales, or visit [www.mycateringplace.com](#).

FY20 Year End Closing

The closing schedule and deadline dates for Procurement Services and Financial Operations are [available to view online](#). Documents received by the deadline dates will be processed in the 2020 Fiscal Year.

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](#).



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



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
- Vessels—Term Maintenance & Repair
- Local Lodging Providers
- Employee Discount & Voluntary Benefits

Coming Soon

- Ticket Sales Marketing—Athletics
- Muscarelle Conservation Services
- Financial Services
- Skilled Trades



SPCC Kudos

Special thanks to all SPCC cardholders and approvers! As of 2/20/20, the SPCC program is at 100% compliance regarding timely sign-off — meaning there are ZERO outstanding transactions from previous cycles. We appreciate your assistance with maintaining timely sign-offs and value your partnership!



Congrats, Laken!

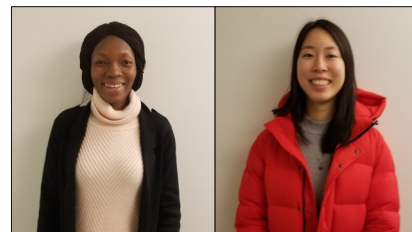
Laken Marley has accepted the position of Procurement Systems Support Specialist, replacing John Dixon who has been reassigned to the core team of the Procure-to-Pay project. In coming months, Laken will be taking over management of eVA, Cobblestone, Forms, DocuSign, and other procurement processes. Congratulations, Laken!

Procurement Services will be recruiting for a new program administrator for the small purchase credit card program.

Welcome New Student Employees

Procurement Services welcomes two new student employees this semester. Oluwaferanmi Aborisade and Amanda Wong will be assisting in reviewing data in the contract management system, updating information in the database, and assembling data into reports.

In addition to our student employees, we welcome Madhavi Kulkarni, our legal extern this semester.



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: 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](#) and search "procurement curriculum" to register for sessions.

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