



# PROCUREMENT SERVICES

Newsletter

October 2020

## W&M Procurement Services Earns 2020 NPI Award



W&M Procurement Services is proud to announce that, for the second year, the department has earned the Achievement of Excellence in Procurement Award from the National Procurement Institute (NPI). According to the NPI website, this award is presented to organizations that demonstrate excellence in “innovation, professionalism, productivity, e-procurement, and leadership attributes of the procurement organization.” to view the list of 2020 Award Recipients, visit: <https://www.npicconnection.org/awards/aep.asp>



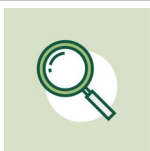
## Procurement Forum

The fall 2020 Procurement Forum took place via Zoom on Wednesday, October 28th. Topics included procurement team updates, buyW&M project updates and more, along with a question and answer session. Thank you to all who participated in this event!

For those who could not attend, a recording of the Procurement Forum will be available in Cornerstone beginning the first week in November.

## eVA/W&M Supplier Training

The next [eVA/W&M Supplier Training](#) will be November 13, 2020, 9:00 a.m.- 12:30 p.m., via Zoom. This session will provide an overview of the Commonwealth of Virginia purchasing processes, including purchasing policies that affect how buyers use the eVA system to purchase goods and services. To refer interested suppliers, email [procure@wm.edu](mailto:procure@wm.edu).



## buyW&M: What's New?

William & Mary's comprehensive Procure-to-Pay solution, buyW&M, is a “one stop shop” solution designed to maximize operational efficiency and eliminate manual effort while improving the client experience and access to the system. Want to learn more? It's now online! Visit <http://www.wm.edu/buywm> for an overview, frequently asked questions, resources and more.

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Have questions or comments about buyW&M? Email [procure@wm.edu](mailto:procure@wm.edu).



Visit us online at [www.wm.edu/offices/procurement](http://www.wm.edu/offices/procurement) or email [procure@wm.edu](mailto:procure@wm.edu)

## Recent Contract Activity

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

### In Progress

- Vessels—Term Maintenance & Repair
- Employee Discounts & Voluntary Benefits
- Skilled Trades
- E-Learning

### Coming Soon

- Financial Services
- Ventilation and Duct Cleaning
- Lodging & Conference Events
- Highland Exhibit Design Services



## SPCC Q&A

**Question:** I received my new SPCC and in order to activate, a Verification ID is being requested. What is my Verification ID to activate my new SPCC?

**Answer:** The Verification ID is 204 (W&M) or 268 (VIMS) followed by your six digit birthdate. Ex: 204mmddy.

Find more information on Small Purchase Charge Card (SPCC) [here](#).



## Guidance on Gift Policy

Under state law, a university employee may not accept any gift, even of nominal value, that tends to influence an employee in the performance of their university job. It is prohibited to accept gifts from current or potential vendors. Gifts from other sources (colleagues, professional networks) may be permitted if the gift is valued at less than a specific dollar amount. Disclosure of 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? Email [procure@wm.edu](mailto:procure@wm.edu)



Procurement Services offers online [training sessions](#) for the following: Fundamentals of Procurement, Small Purchase Charge Card (SPCC), eVA, Contract Administrator, and America To Go (ATG). Please log into [Cornerstone](#) and keyword search 'PROC' to access and complete the available procurement trainings. For America To Go training, keyword search 'ATG'.

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.

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