



PROCUREMENT SERVICES

Newsletter

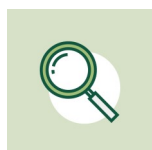
November 2020

COVID Supplies Kits



Does your department have extra COVID supplies kits that will not be used this semester? We will put them to use! As we prepare for the spring semester, an accurate count of COVID supplies kits is needed in order to determine order quantities. Please return unused and unopened kits to the [Facilities Management Warehouse](#) to use next semester.

Questions? Email procure@wm.edu



buyW&M: What's New?

The buyW&M project is currently in the last couple of weeks of configuring the eProcurement & Invoicing modules. The core team along with assistance from Jaggaer have implemented approvals such as index expenditure approvers leveraging the FinOps tool. This will help automate approvals for purchase requisitions and invoice submittals. Special approvals such as ETF, OSP, EH&S are currently being configured to also help streamline purchases.

The team has incorporated many types of forms such as the TSRC waiver, UPS/FedEx new or account updates, fixed asset trade-ins, Vendor Address Updates, Student Payments, Direct Payments, Reimbursement/Refund Requests, and Honorarium Payment Requests into buyW&M. Each form has specific approvals and routing based on the form requirements.

The Total Supplier Management (TSM) module is complete and is live in the production environment. In this module, 6,000+ active W&M vendors have been loaded into the system but still need to have their profiles completed and activated. A team consisting of members from Accounts Payable, Travel, Bursars Office and Procurement is currently working on inviting these vendors to complete their profiles.

Please visit the project website <http://www.wm.edu/buywm> for more information. If there are any questions please contact buywm@wm.edu.



SWaM Spotlight: Oleta

Great thanks to [Oleta](#) for providing COVID transportation to our students requiring transfer to Richmond Hall. Our students required immediate transportation at all hours of the night, Oleta was very accommodating and responsive. Thank you Oleta for our continued partnership!



Visit us online at www.wm.edu/offices/procurement or email 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



Forum Video Available in Cornerstone

A recording of the fall 2020 Procurement Forum is now available in Cornerstone under the title "Fall 2020 Procurement Forum Playback Video and PowerPoint". Topics include procurement team updates, buyW&M project updates and more. Questions or comments about the Procurement Forum? Email procure@wm.edu.



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



Happy Thanksgiving!

From Procurement Services, we wish the whole William & Mary community a safe and happy Thanksgiving!



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/>