

PROCURE-TO-PAY NEWSLETTER

William & Mary Procurement Services & Accounts Payable

December 2021



Pardon Our Dust — We're Moving!

William & Mary Procurement Services and Accounts Payable are combining offices! Beginning in January 2022, both departments will be on the W&M campus in the current procurement office located at 115 Grigsby Drive, Williamsburg, VA 23185. Find us on the <u>campus map</u> as building #238, the Facilities Management building, lower level. Contact information, including office telephone numbers, will remain unchanged.

Supply Chain Reminders

As you all are experiencing in your personal lives, the global and US supply chain still remains disruptive due to the staffing shortages and transportation issues for supplies and parts. Please be mindful when planning your needs for your department and ensure that you are submitting orders and requests in adequate time to receive your goods and have services scheduled. Also, please make a concerted effort to ensure prompt and accurate communication and payment submittals to vendors as it is essential for W&M to be good partners with our vendors at all times and especially in this current climate.

Reminder for eVA PO Invoices Submitted Into buyW&M

The last day to submit an invoice against an eVA PO in buyW&M is 1/31/22. eVA PO invoices needing to be submitted starting 2/1/22 on will require an eVA change order to close out the PO and the purchase order must be recreated for the remaining amount in buyW&M. After 1/31/22 all eVA PO's must be closed out within 30 days.

December Closing Instructions

Find the Financial Operations calendar year-end closing and holiday schedule here: https://www.wm.edu/ offices/financialoperations/announcements/123121closing.php

Holiday Gift Reminders

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

Recent Contract Activity

For a list of current solicitations, click here.

In Progress

- E-Learning
- Highland Exhibit Design Services
- Ventilation and Duct Cleaning

Coming Soon

- Lodging & Conference Events
- Student Search Services
- Vessels—Term Maintenance & Repair
- International Student Recruitment



We'll Miss You, Dave!

Procurement Services sends well wishes to our data analyst Dave Zoll on his new venture at Christopher Newport University. Thank you for your service to William & Mary and best of luck!

Notable Moments: 2021 In Review

Here's a look back at some of the happenings in 2021.

buyW&M Town Halls

Leading up to the rollout of buyW&M, the buyW&M Core Team hosted several virtual Town Halls for W&M and VIMS campuses. Topics included how buyW&M would impact ordering and payment request submittals, as well as vendor onboarding.





buyW&M Virtual Office Hours

The buyW&M Core Team implemented buyW&M Virtual Office Hours in 2021 to assist in working through specific scenarios in buyW&M. System users were invited to join for help in troubleshooting their situation or learn from the questions of others.

Virtual Procure-to-Pay Forum

The fall Procure-to-Pay Forum was held virtually in 2021, with topics including buyW&M updates and reminders, Executive Order 77 on reducing single-use plastics, upcoming and newly awarded contracts and more. We enjoyed the opportunity to engage with the W&M community!



As a reminder, our offices will be closed for the winter break from December 23,2021—January 3, 2022. Wishing everyone a safe and happy holiday season!