



# PROCUREMENT SERVICES

Newsletter

June 2021

## Supporting VA's Effort to Reduce Single-Use Plastics

Executive Order 77 (EO77) requires all state agencies and institutions of higher education to discontinue buying, selling or distributing certain plastics, including disposable plastic bags, single-use plastic and polystyrene food service containers, plastic straws and cutlery and single-use plastic water bottles.

### There are three parts to the order:

1. Immediate cessation of buying, selling, and distributing certain single-use plastic items: disposable plastic bags, single-use plastic and polystyrene food service containers, plastic straws and cutlery, and single-use plastic **water** bottles (July 21, 2021)
2. State Agency Plastic Pollution Plan to eliminate buying, selling, and distributing of **all** non-medical single-use plastic items by Dec. 31, 2025. (Sept. 20, 2021)
3. Report from the Secretary of Natural Resources for reducing and diverting solid waste

### How will this impact our procurement and operating procedures:

1. Effective immediately we will no longer order cessation items (plastic bags, single-use plastic and polystyrene food service containers, plastic straws and cutlery, and single use plastic water bottles).
  - As it relates to "single use" water bottles - we are working with our Pepsi contract representative on alternatives. This may include canned or cardboard containers in vending machines and larger (greater than 32 ounces) in sundry shops.
  - We are permitted to use our existing inventories thru 2022.
  - Current trashcan liners will continue to be used until a viable option is determined, however we will be reducing the number of small trash cans.
2. BuyW&M punchout lists and vendor catalogs will be updated to remove cessation items and replace with alternatives as we learn more about possible options.
3. America To Go and other vendors will be informed of EO77 guidelines. Events scheduled to occur after July 21 may need to be adjusted to not include the cessation items (plastic bags, single-use plastic and polystyrene food service containers, plastic straws and cutlery, and single use plastic water bottles).
4. We are investigating additional water fountains, bottle filling stations and vending options to support our employee and student populations.

If you have a question or comment regarding EO77, please use this [link](#) to submit. The EO77 Planning and Implementation Teams will continue to communicate with this group as we learn more from the DEQ and encourage you to visit the DEQ [website](#) for additional information.



### **buyW&M Town Hall - 6/29/21 from 11:00 - 12:00**

Join the buyW&M team on Tuesday, 6/29/2021, from 11:00 a.m.—12:00 p.m. for the last virtual Town Hall before university-wide launch of buyW&M, our new procure-to-pay system. Topics to be covered include vendor management, short term process for invoicing against open eVA orders, and SPCC processes. Learn more about the project by visiting the [buyW&M website](#). Register in advance for this meeting [here](#). After registering, you will receive a confirmation email containing information about joining the meeting.

## Recent Contract Activity

For a list of current solicitations, [click here](#).

### In Progress

- Vessels—Term Maintenance & Repair
- Employee Discounts & Voluntary Benefits
- Skilled Trades
- E-Learning
- Athletic Outbound Ticketing Management/Marketing
- Highland Exhibit Design Services

### Coming Soon

- Financial Services
- Ventilation and Duct Cleaning
- Lodging & Conference Events

## Reminder: Vendor Create Process Change

In order for purchase orders and direct payment requests to be completed, vendors must be active in the buyW&M system. Effective 6/15/21, the DocuSign Vendor Create Form is replaced by the new buyW&M Vendor Create process. For instructions on the new process, please visit [the buyW&M Vendor Management page](#).



### SPCC Reminder

Cardholders are able to view real time available balance and card decline information by viewing the Authorization Log in Works. In Works, under Accounts Dashboard, hover over the last 4 digits of the card number under Account ID and select View Auth Log. A PowerPoint with instructions, including a voiceover, was also created and is located in [Cornerstone](#). Search on SPCC Authorization Log Guide, and click on Authorization Log Training Voiceover under Resources to open the PowerPoint.

## buyW&M Vendor Onboarding

For those areas that work with vendors to support your department's goods/services/construction needs, the William & Mary buyW&M Vendor Management team needs your assistance!

William & Mary will be migrating to a new procure to pay solution, [buyW&M](#) beginning in fiscal year 2022. To be able to use this system to issue purchase orders or direct payment requests to vendors, those vendors must be active in the buyW&M system.

Please take some time to review the Vendor Onboarding Folder in [BOX](#). If you don't see your commonly used vendors in the spreadsheet, or if the email address is not the correct contact, complete this brief [Qualtrics request](#) providing the vendor's name, 93# and a valid email address for outreach to the vendor to complete the registration process.

<https://www.wm.edu/offices/procurement>

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