



# PROCUREMENT SERVICES

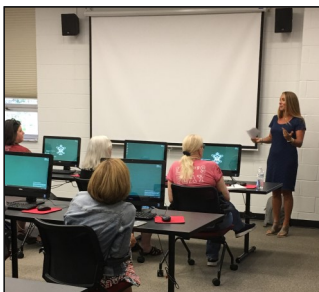
Newsletter

September, 2019

## Save the Date: Procure-to-Pay Forum

Join us for the next Procure-to-Pay Forum on Tuesday, October 29, 2019, from 10:30 a.m. - 12:00 p.m., in Sadler Center Chesapeake B&C. Special guests include Amy Sebring, Jacob Long, and Pete Kellogg, with updates from Procurement Services and Financial Operations.. Following the Forum, join us next door in Chesapeake A from 12:00 p.m. - 1:00 p.m. for a menu tasting featuring our America To Go caterers.

Have an idea for a Forum topic? [RSVP here](#) and include your questions and suggestions for the discussion. We look forward to another fun and informative event!



### Open Procurement Labs at VIMS

Kudos to members of the W&M Tribe who attended the first Procurement Services Open Lab on Sept. 12th! The next open lab training is on October 15th from 10:00 a.m. - 12:00 p.m. in Waterman's Hall Technology Classroom at VIMS. The purpose of this lab is to help campus clients better understand procurement systems and processes. If you plan on attending, please register via Cornerstone by searching for "Procurement Open Lab."

Contact Procurement Services with any additional questions at [procure@wm.edu](mailto:procure@wm.edu).

### 50 Years of African American Women

The Provost's Office has commissioned a commemorative book as part of the 50 Years of African Americans at W&M celebration. *Building on the Legacy: African Americans at William & Mary* combines fascinating stories and a wealth of exciting visuals to provide historical understanding of many victories over enormous odds. *Building on the Legacy* by Jacquelyn Y. McLendon can be [pre-ordered through the W&M Bookstore](#) now.



### Contest Winner!

Thank you to everyone that participated in Back to School Procurement Trivia! We received 155 responses to our first trivia quiz.

Congratulations to Debra Eck in Sociology for being our prize winner! Laken Marley and John Dixon awarded Debra with her prize. We hope to have more trivia games in the future, so stay tuned for more chances to test your procurement knowledge!

### How Do I Find a Vendor Contact?

When looking for a vendor contact, the [Contract Portal](#) is a great place to start. Search for the contract using one of six search fields, and click to view the contract info. Here you will find the vendor contact's name, email, and telephone number, along with other useful information about the contract.

Questions on using the Contract Portal? Email [procure@wm.edu](mailto:procure@wm.edu).

#### William & Mary Contracts Portal

Contract Title:	Strategic Printing Service, Business Cards
Contractor Name:	B&B Printing Co Inc
Contract Number (#):	WM19-1863
WM Reference or Other Agency COOP:	WM-1655-18-B&BPrinting
WM Reference or Other Agency COOP URL:	
Vendor Contact:	Travis Holt travis.holt@bbprintnet.com 804-794-8273
Procurement Officer:	Stephanie Moore svmoor@wm.edu 757-221-3958



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



## Lunch & Learn

Procurement Services recently conducted a Lunch & Learn on [Supplier Diversity](#), sponsored by the Office of Diversity & Inclusion. Thank you to everyone who participated in this event to learn more about increasing W&M's utilization of Small-, Women-, Minority-, and Service Disabled Veteran-owned (SWaM) businesses.

## Recent Contract Activity

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

### In Progress

- Highland Exhibition
- Fine Arts Moving & Storage
- IT Cabling Contractors
- Repairs to RV Virginia
- Electric Motor & Water Pump Repair & Replacement
- Healthcare Services

### Recently Awarded

- Photographers, Writers, Videographers

### Coming Soon

- Library RFP



## SPCC Question of the Month

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

**Answer:** All SPCC's will now be sent directly to the cardholder via UPS. Once your new or replacement card is received, you will be prompted to enter a Verification ID. The Verification ID is 204 (W&M) or 268 (VIMS) followed by your six digit birthdate. Ex: 204mmddy. Note that a phone number will also be requested if you call from any other number than the number associated with your account, and you will select your PIN number at the same time as well.



## Meet Our Externs!

Procurement Services welcomes our two student externs for the fall semester, Christopher Laudenbach and Louise Ellen! Chris and Louise are students at the William & Mary School of Law and will be assisting in contract review, research and process improvement. We're glad to have you with us!

## What's new with ATG?

[America To Go](#) orders have exceeded \$2.1 million with nearly 4,400 transactions that did not require SPCC reconciliation, Vendor Payment Request paperwork or reimbursement of personal funds. There are 67 active menus on the portal.

What if you need to order both breakfast and lunch in a custom order? The first step is to call the restaurant or caterer to coordinate your custom menu. The vendor will then enter this order into ATG and it will appear under Existing Requests. Be sure to create one custom order for breakfast and one custom order for lunch in order to meet per diem requirements. Visit the [ATG homepage](#) for more information.

## Feedback Survey

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 new [Feedback Survey](#) and let us know what's on your mind.

### Upcoming Training Sessions

Please log into [Cornerstone](#) to register for the session(s) you are interested in attending.

October 3, 9:00 - 11:00 a.m. - Fundamentals of Procurement  
 October 8, 9:00 - 11:00 a.m. - SPCC Training  
 October 17, 9:00 - 11:00 a.m. - eVA Training

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