



## PROCUREMENT CONTRACTING AND PAYMENT SERVICES

Dear West Virginia University Suppliers,

At West Virginia University, our highest priority is the health and safety of our campus community. As such, we have implemented several measures during the past several weeks in response to COVID-19.

As the COVID-19 situation evolves, we will continue to update our processes accordingly. The latest information will be posted on our website at [coronavirus.wvu.edu](https://coronavirus.wvu.edu). All WVU suppliers are strongly encouraged to review the site regularly for the latest updates.

Further, compliance with the University's COVID-19 policies and procedures by our suppliers is critical at this time, including but not limited to those around:

- ✓ Travel;
- ✓ Self-quarantine guidelines;
- ✓ Social distancing; and
- ✓ Remote working.

We expect additional guidelines will be coming soon around suppliers who are on-site at our campus. In the meantime, all non-essential visits by suppliers to our campus is strongly discouraged.

If you are unsure whether your company's presence on-site is required, please don't hesitate to reach out to your WVU point of contact for guidance. You also may contact the Procurement, Contracting and Payment Services team at [pcps@mail.wvu.edu](mailto:pcps@mail.wvu.edu) or 304-239-5711.

Additionally, please note that with our remote-working policies, the University will be substantially delayed in processing all invoices that are received via paper, fax or mail.

Effective immediately, all invoices should be submitted electronically via one of the following methods:

- **CXML** – This invoice submission process requires a technical setup. Please contact us at [pcps@mail.wvu.edu](mailto:pcps@mail.wvu.edu) or 304-239-5711 for more information.
- **Supplier Portal** – The portal is the preferred method for submitting invoices for suppliers that cannot submit via CXML. The portal requires a simple setup process before suppliers can upload their invoices. Please contact us at [pcps@mail.wvu.edu](mailto:pcps@mail.wvu.edu) or 304-239-5711 for more information.
- **Email** – Please email your invoices to [pcpsap@mail.wvu.edu](mailto:pcpsap@mail.wvu.edu).

We appreciate your continued partnership and flexibility during these unusual circumstances. Please don't hesitate to reach out to us with any questions.

Sincerely,

Ted Svehlik  
Assistant Vice President and Chief Procurement Officer  
West Virginia University