



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

April 4, 2016

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY16-37
Distributed via Campus Email

To: PVAMU Faculty & Staff

From: Corey S. Bradford *Corey*
Senior Vice President for Business Affairs

Re: Buy A&M (BAM), E-Procurement System Implementation & Training

The Office of Procurement and Disbursement Services is in process of implementing **Buy A&M (BAM), E-Procurement System**. The new web based system will replace FAMIS/CANOPY Purchasing modules. The E-Procurement System is scheduled for full implementation by July 31, 2016. BAM is an easy to use purchasing system that allows department personnel to create, submit, and approve purchase requests electronically. The system also provides for bidding and issuance of purchase orders to vendors online.

As BAM will replace FAMIS purchasing module, it is imperative for all department personnel involved in the procurement process (document creators, reviewers, and approvers) to receive training to support implementation of the new procurement system. Each department's purchasing document creator(s) is required to attend two (2) sessions prior to being activated in the BAM system. The two (2) training sessions to be provided are:

- Session 1: BAM Introduction and Overview; 9 am – 12 pm
- Session 2: BAM Hands-On; 2 pm – 4 pm

Trainings are open to first time attendees, and to individuals who have attended previously and would like a refresher session. Training will be provided in the BAM training environment for all who attend. To access the system, a BAM Security Access Form must be submitted three (3) days prior to a scheduled training. The form is located in the PVAMU Forms Library under Procurement and Disbursement Forms. The form is [BAM Access Form](#).

Approver Information

Purchase document approvers are also encouraged to attend Session 1, BAM Introduction and Overview, to gain a full understanding of the new E-Procurement System. Approvers will be required to complete a brief online approver training in TrainTraq, available through Single Sign-on at <https://sso.tamus.edu/Logon.aspx?ReturnUrl=%2f>. The TrainTraq training is accessible by searching the Course Catalog and inputting Course Number 2112566. Upon completion of the course, a copy of the course transcript, along with a completed [BAM Approver's Security Access form](#) must be forwarded to the Procurement and Disbursement Office at bamdist@pvamu.edu.

Creator/Reviewer Information

In addition to the required trainings, a one (1) hour question and answer session relevant to your department and your documents will be provided each Friday during the implementation period, from 10 a.m. to 11 a.m. in the W. R. Banks Building, Room 101. During this session, you may bring sample purchasing documents, for which processing information or assistance is needed.

Due to limited seating, advance registration is required.

Listed below are the introduction and hands-on training schedules for the months of April and May 2016. Trainings will be held in the John B. Coleman Library Building, Room 210B. Each training session will only accommodate twenty (20) people. Pre-registration is required. To register for classes below or Friday sessions, send an email to bamdist@pvamu.edu.

April 2016		
Date	Time	Location
Tuesday – April 12, 2016	9 AM – 12 PM & 2 PM – 4 PM	J. B. Coleman Library, Rm 210 B
Tuesday – April 19, 2016	9 AM – 12 PM & 2 PM – 4 PM	J. B. Coleman Library, Rm 210 B
Wednesday – April 20, 2016	9 AM – 12 PM & 2 PM – 4 PM	J. B. Coleman Library, Rm 210 B
Tuesday – April 26, 2016	9 AM – 12 PM & 2 PM – 4 PM	J. B. Coleman Library, Rm 210 B
Wednesday – April 27, 2016	9 AM – 12 PM & 2 PM – 4 PM	J. B. Coleman Library, Rm 210 B

May - June 2016		
Date	Time	Location
Tuesday - May 3, 2016	9 AM – 12 PM & 2 PM – 4 PM	J. B. Coleman Library, Rm 210 B
Wednesday – May 4, 2016	9 AM – 12 PM & 2 PM – 4 PM	J. B. Coleman Library, Rm 210 B
Tuesday – May 10, 2016	9 AM – 12 PM & 2 PM – 4 PM	J. B. Coleman Library, Rm 210 B
Wednesday – May11, 2016	9 AM – 12 PM & 2 PM – 4 PM	J. B. Coleman Library, Rm 210 B
Tuesday – May 17, 2016	9 AM – 12 PM & 2 PM – 4 PM	J. B. Coleman Library, Rm 210 B
Wednesday – May18, 2016	9 AM – 12 PM & 2 PM – 4 PM	J. B. Coleman Library, Rm 210 B
Tuesday – May 24, 2016	9 AM – 12 PM & 2 PM – 4 PM	J. B. Coleman Library, Rm 210 B
Wednesday – May 25, 2016	9 AM – 12 PM & 2 PM – 4 PM	J. B. Coleman Library, Rm 210 B
Tuesday – May 31, 2016	9 AM – 12 PM & 2 PM – 4 PM	J. B. Coleman Library, Rm 210 B
Wednesday – June 1, 2016	9 AM – 12 PM & 2 PM – 4 PM	J. B. Coleman Library, Rm 210 B

Information has been distributed to vendors, as they are required to register in the BAM system in order to bid, receive purchase orders, or invoice. If you have personal contact with vendors, please refer them to the [Buy A&M Vendor Registration Guide](#) located on the web.

We look forward to working with the campus community and our vendors for a successful implementation of Buy A&M (BAM) at Prairie View A&M University. For additional information, you may contact Mr. Michael Simms at msimms@pvamu.edu or x-1935; Mrs. Lashunda Watson at lrwatson@pvamu.edu or x-1937, or Mrs. Donna Broussard at ddbroussard@pvamu.edu or x-1928.

xc: Ms. Kay Peavy
Mr. Charles Washington
Ms. Juliette Spivey