



The Cart



Volume 08-2
April 2008

Purchasing Department

<http://www.purch.vt.edu>


Year End Purchases for New Fiscal Year



Effective May 1, 2008, HokieMart Requestors will have access to the accounting date field when performing the Edit step in the cart. This field will enable users to enter a purchase requisition with a July 1, 2008 date which will result in the transaction being recorded in the new fiscal year (FY09). This accounting date should be used when:

1. The goods or services will not be delivered until after June 30, 2008.
2. Users should keep in mind that if the July 1 2008 date is selected, no payment can be made against this purchase order prior to July 1, 2008 which includes any progress payments.
3. The encumbrance of these funds will only be reflected in the July 2008 financial reports.
4. Purchase orders entered in the current fiscal year will show an encumbrance at year end, will roll into the next fiscal year, but may not roll with budget to cover the purchase order.
5. **The accounting date should not be entered with a date other than July 1, 2008.** Leave this field blank if you want the transaction to be recorded in the current fiscal year.

New/Updated Punchout Suppliers

The **Daly** Punchout has been updated and is now available to HokieMart users. The website has been enhanced to provide a more updated shopping experience.

TIG  (Technology Integration Group) has now been added as a new Punchout supplier. We are using a higher education contract that provides discounted pricing. TIG provides a wide range of computer and technology accessories. Items displayed in the Punchout are covered by contract pricing. TIG is also a minority-owned business supplier.

Concerto/Guy Brown  is also a new Punchout supplier (contract #6150402-50VAPP). Guy Brown initially created Concerto as a joint venture with OfficeMax, but Concerto is now a **100% minority-owned business enterprise** . Concerto has both a state and higher education contract, and over 90% of the items offered by Concerto are priced the same or below the pricing offered by OfficeMax. Concerto sources most of its products via OfficeMax, and offers the entire OfficeMax catalog with the same look and feel and the same item numbers. Local delivery service is included in the price. For returns/help for Guy Brown dial 1-800-564-8008.

If you have not tried Concerto or TIG, we encourage you to do so and help support Virginia Tech goals for increasing supplier diversity.

Procedure for Dell Quotes

Dell E-quotes - If a user wishes to create an E-quote which will be used to place a Dell Punchout order in HokieMart, the E-quote MUST be created on the Dell "Virginia Tech Premier" website - <http://www.ita.vt.edu/contracts/dell.html>. After accessing this website, review the information in the section "Ordering Contacts" for the desired link to "Dell's Premier Virginia Tech Ordering Site."

Ordering Contacts:

To place an electronic order which can be processed by the Virginia Tech Computer Purchasing office, access the [Dell's Premier Virginia Tech Ordering Site](#).

If you already have a Dell Premier Virginia Tech account and are not able to access your account from the link above, go to [the Dell Premier signin page](#) and login using your Premier credentials.

For ordering, delivery, or other issues call Nathan Ratliff at 1.800.274.7799, extension 7268236, fax 1.800.365.5329, or email nathan_ratliff@dell.com.

Internet Address: <http://www.dell.com>

First-time users will access **Dell's Premier Virginia Tech Ordering Site** by clicking on the **first** link above. After choosing items, user will be asked to complete information to establish an account. Requisition number can be left blank.

Authorized Buyer: Vicky Moore, v.moore@vt.edu.

Follow directions below.

Previous users should be able to click the first link and automatically be logged into the Dell VT Ordering Site to place additional orders. If a previous user accesses this site from a different computer or web browser or deletes their web browser "cookies," they will need to use the **second** link above (**Dell Premier signin page**). The user will be asked to enter their Dell account id and password.

User will build a cart; save as an E-quote; E-quote number will be received.

Click on E-quotes.

Retrieve E-Quote.

Choose E-quote number.




Click on "Create Order Requisition" on following 2 screens).



Complete remaining information and continue.

Click Submit Order Requisition.

User will now be in an active HokieMart cart.

Dell Marketing LP  more info...		PO Number	To Be Assigned			
Order Address 1 1 Dell Way, Round Rock, TX 78682 US						
The items were retrieved from an external supplier site, therefore your ability to edit or view the items in this application may be limited. Click this message for more details.						
The following lines cannot be accessed on the supplier's website. Click this message for more details. Line(s): 1, 2						
Add non-catalog item for this supplier...						
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1 Dell 3115cn MFP Color Laser Printer;Dell Multifunction Color Laser Printer 3115cn  more info...	222-6548	EA	799.00	1 EA	799.00 USD	<input type="checkbox"/>
2 Dell 3110cn Color Laser Printer;Dell 3110cn Color Laser Printer  more info...	222-3118	EA	499.00	1 EA	499.00 USD	<input type="checkbox"/>
Supplier subtotal					1,298.00 USD	

Complete PR as usual.

New Feature

A Requestor will now be able to view the reason for an Approver's rejection in their email.

File Extensions

All attachments must have a file type extension such as:

supplies.pdf

quote 68476.tiff

furniture parts.doc

The attachments cannot be opened without an extension.

Individual attachments **cannot exceed 5 MB**.

Interdepartmental Printing Requests

When preparing an Interdepartmental Service Request, please be sure that **all attachments** are included in the **EXTERNAL** Notes section of the form.

External Info		?
External Info Instructions	Fill out the IPR Work Request template (click here to download template) and attach it to this form. This will include department, building/room, contact name, phone, service by date and the request specifications.	
External Attachments		
IPR Moncrief.doc (77k)		
Business Card.doc (23k)		

OR

External NoteS in the cart.

External Notes and Attachments		?
Note to all Suppliers	<i>no note</i>	edit
Attachments for all suppliers	add attachment...	

Updated Contact Information

- HokieMart -** Questions concerning HokieMart functions (rejected/pending PRs/POs), appropriate form usage and procedures, vendor receipt of orders.
HokieMart@vt.edu, 540-231-2020
- Accounts Payable -** Questions concerning the payment of invoices, encumbrances, expenditures:
Amy Morris, ammorri2@vt.edu, 540-231-8554
Julie Zurfluh, julie.zurfluh@vt.edu, 540-231-2544
Mike Long, milong@vt.edu, 540-231-9308
- Receiving - Invoice Imaging** - Questions concerning electronic receiving and invoice images:
Mike Long, milong@vt.edu, 540-231-9308
- Banner Reports -** Questions concerning Banner Finance reports:
Doug Irvin, irvinda@vt.edu, 540-231-3381
- Direct Pay -** Questions concerning the use of Direct Pay Form and payment categories:
Donna Nichols, dnichols@vt.edu, 540-231-8616
- HokieMart Roles** - Questions concerning updating/adding HokieMart access (Requestor, Receiver, Approver, Penny Falck, plfalck@vt.edu, 540-231-9260

!!Encumbrance Reports!!

As soon as possible, please run your encumbrance reports so that any outstanding POs can be completed or deleted before the end of this fiscal year.

Submitting Prepayments

When processing a prepayment in HokieMart, please remember **that you must send and/or attach documentation either with the hard copy or the electronic copy** (APVT@vt.edu) which will “trigger” the payment of the PO. Examples include: conference registration forms, order forms for books, invoices for items which must be accompany the check, membership, and association dues). The Controller’s Office has no way of knowing that an invoice or prepayment needs to be processed without the PO number being written on documentation.

Reimbursements Versus Payments

Reimbursement: When **reimbursing** a **non-VT** individual for **goods/services** purchased at personal expense for use by the university, not to exceed \$2,000, use the Direct Pay form with a category of KK.

Payment: When **paying** for goods/services that DO NOT fall under the Direct Pay guidelines, University Policy 3550 (<http://www.policies.vt.edu/3220.pdf>), use the Non-Catalog Item. The entire Direct Pay policy is also included in the Requestor Manual on page 124.

Newsletter and Other HokieMart Suggestions

We are interested in having your input and suggestions for future issues. Please send an email to HokieMart@vt.edu. If you have any other suggestions for HokieMart issues (new/refresher classes, changes/updates to the HokieMart Guides, etc.), please send those as well.

In the future, The Cart will be distributed on an “as needed” basis.

