



The Cart



Volume 08-3
June 2008

Purchasing Department

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

!!IMPORTANT!!

As soon as possible, please run an Encumbrance Detail Report. Review each encumbrance to ensure that it is correct. Any outstanding encumbrances that should not be on the report need to be liquidated before the end of the fiscal year. If the PO is a HokieMart PO, this can be done by emailing hokiemart@vt.edu, include the PO number in the reference line, and ask that the entire PO or line item(s) be cancelled. If the PO was created by the central Purchasing Office, please process a Request for Purchase Order Change. We ask that you do this within a reasonable time so that the POs can be cancelled on a regular basis.

New Interdepartmental Service Request Vendors

Additional ISR vendors have been added. Orders may now be processed to the following campus vendors.

- | | |
|---------------------------------|------------------------------------------|
| Air Transportation Services | Parking Services |
| Athletics | Police Department |
| Biological Sciences Posters | Records Management Services |
| Centralized Mail | Recreational Sports |
| Environmental Health and Safety | Schiffert Health Center |
| Glass Shop | University Leadership Development |
| Hokie Passport Office | University Unions and Student Activities |

Please process all POs to the above departments through HokieMart. These vendors will no longer accept paper ISR forms.

!!! External Notes and Attachments to Punchout Vendors !!!

HokieMart Punchout vendors **cannot view External Notes or Attachments**!! These POs are transmitted via CXML (computer-to-computer). If users must include notes/attachments for the vendor (including shipping information), **use the Contract/Payment Purchases** form and place the notes/attachments in the External Note and/or External Attachment section.

VCE Purchases

When processing POs to Virginia Correctional Enterprises for items **not** in the Punchout, please use the Contract Payment Purchases form (HokieMart will deliver). The contract number is **VCE**.

Price Agreements

Most of the suppliers listed in the hosted scientific catalog section of HokieMart have list prices posted for their products. The exception to this has been contract suppliers. These suppliers are denoted by a blue star (★) and their catalog pricing is discounted in accordance with the terms of the contract.

We have recently been offered a price agreement by other scientific catalog suppliers. We will not have a contract with these suppliers, but they have voluntarily offered to discount their pricing. There are now two suppliers in the science catalog with price agreements: Continental Lab Supply and Spectrum Chemical Supply. They are denoted in the science catalog with a blue “PA” icon (★). We hope to add more price agreements in the near future and will announce them as they come on line.

Office Max

On occasion, HokieMart users may need to use the Contract Payment/Purchases (HokieMart will deliver) form to place an order with OfficeMax. This may occur when OfficeMax.com has a sale on items that either are not in the Punchout or are priced lower than the Punchout. Some users prefer to purchase from the local OfficeMax using the university P-Card. This is permissible when supplies are needed immediately or they are on sale. In all other cases, the Punchout should be used.

GovConnect

For customers of GovConnect, this supplier has recently extended contract pricing to all Virginia Tech customers. To access contract pricing, use the special website for Virginia Tech: www.govconnection.com/vt.

Returns and Credit Memos

When an item on a purchase order is returned to the supplier, the receiver should go in HokieMart and process a separate quantity receipt for the item being returned. This alerts Accounts Payable that the invoice should not be paid until a replacement item is received or a credit memo issued. When a replacement item is received, a quantity receipt should be processed. If a substitute item is provided, a note can be added in HokieMart to indicate approval of the substitution. This note will allow Accounts Payable to process the invoices without having to email the department for approval. Please contact Mike Long (mlong@vt.edu) (540-231-9308) if you have questions. (Amy Morris, Accounts Payable Manager – Controller’s Office)

Telephone Number for Software Distribution

Please note: for users wishing to contact Software Distribution, the correct phone number is 231-4736.

Reimbursement Request

When submitting reimbursements to Accounts Payable it is important to attach the signature form that can be printed in HokieMart. This form should include an original signature by the individual being reimbursed. Reimbursement requests should reference the purchase order on the documentation submitted to the Controller’s Office. The purchase order number allows the payment to be processed without delays by avoiding additional contact with the department to obtain information. (Amy Morris, Accounts Payable Manager – Controller’s Office)

Reimbursement Quick Guide

Use this form to reimburse Virginia Tech employees/students for non-travel items/services up to \$2,000. Entertainment and recruitment expenses in the Blacksburg area or other official station are to be reimbursed on the Travel and Meal Reimbursement form. **The original Reimbursement Request form (below) must be printed and sent to the Controller's Office for payment.** Please see instructions below for additional requirements.

Available Actions (Click **here** for details):

Reimbursement Request (HokieMart will not deliver PO)

Supplier Info

Supplier: Sherry S Crunkilton [change...](#) [reset...](#) [more info...](#)

Address: Purchasing
270 Southgate Center
Blacksburg, VA 24061 US

Supplier Phone: +1 (540) 231-3988

Distribution

The system will distribute purchase orders using the method(s) indicated below:

Fax: +1 (540) 231-1177

General Info

Non-Configurable Fields

General Info Instructions: Please use this form to reimburse Virginia Tech students/employees for non-travel items/services. Send supporting receipts to the Controller's Office with reference to this PO number. Reimbursee must sign statement below (either print this form or stamp document with this statement for signature).

Form Type: Reimbursement Request (HokieMart will not deliver PO)

Catalog No.: REIM

Product Description: April 28. Attendees: Dunlap, Sutphin, Kaloupek, Pratt, Shelton, West, Mullins

Quantity: 1

Packaging: LO - Lot

Estimated Price: 53.45

Internal Info

Internal Info Instructions: I hereby certify that the expenses listed above were incurred by me and are necessary and appropriate expenditures of the University. By my signature, I acknowledge that the goods purchased become the property of Virginia Tech.

Reimbursee Signature: _____

Payment Category: B1 - Reimbursements to university employees

Total 0.00

Write PO Number (points to Supplier Address)

**Proper justification
Date/time of events (if pertinent)
Participants (if pertinent)** (points to Product Description)

Original signature of reimbursee (points to Reimbursee Signature)

It is suggested that you print the form **BEFORE** adding to the cart. You may return to the Reimbursement Form by clicking on the icon below.

Sherry S Crunkilton [more info...](#)

Office/Work Address 1

Purchasing, 270 Southgate Center, Blacksburg, VA 24061 US

[Add non-catalog item for this supplier...](#)

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Miscellaneous food supplies for afternoon refreshment break. April 28. Attendees: Dunlap, Sutphin, Kaloupek, Pratt, Shelton, West, Mullins more info...	REIM	LO	53.45	1 LO	53.45 USD
Supplier subtotal					53.45 USD

(Red arrow points to the product description in the table)

Print form one of three ways:

1. **Ctrl P**
2. **Right click on mouse, choose print option**
3. **Alt Print Screen**

Attach all **original** receipts to the Reimbursement Form.

Do not use staples to attach receipt; please use tape.

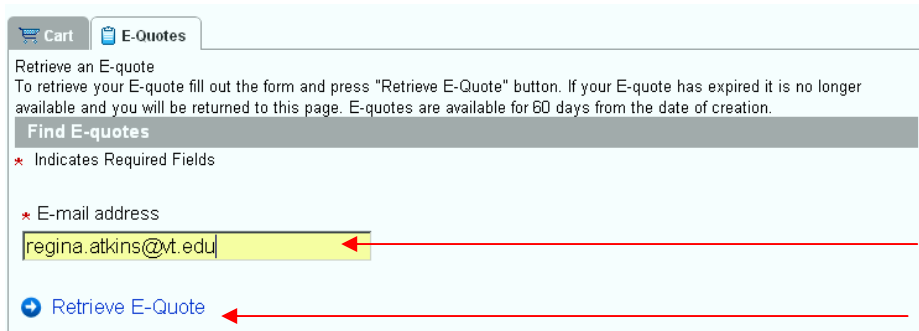
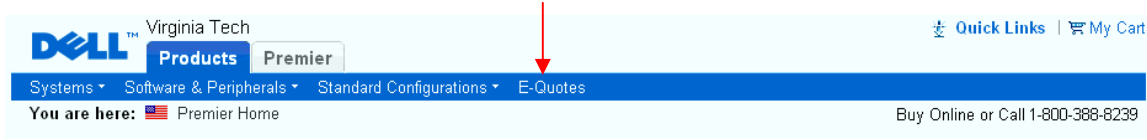
Internal Notes may be attached when needed.

Following these guidelines will allow the reimbursement to be made in a timely manner.

Dell E-Quotes in HokieMart

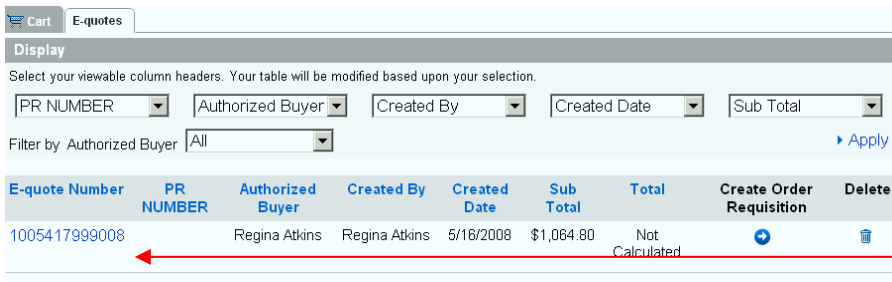
Prepare an E-Quote on the Dell VT Premier website.

In HokieMart, click on the Dell Punchout. User will be in the Dell Virginia Tech Premier Home Page. Click on E-Quotes.

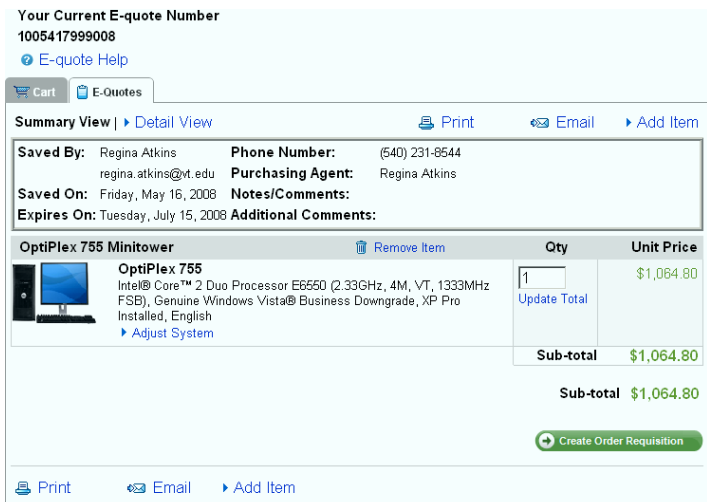


Enter the e-mail address of the individual who prepared the E-Quote***

Click "Retrieve E-Quote"



Click on E-Quote Number



E-Quote will appear

Click Create Order Requisition

Shipping & Handling Method

Shipping Method

Shipping and handling timeframes listed below do not include the time required to build and test products.

- No Charge - Lowest Cost 3-5 Day Delivery
- Next-Day Delivery
- 2nd-Day Delivery

Tax Exempt Status

- I DO NOT have tax exempt status. Treat order as taxable.
- I DO have tax exempt status. Treat order as tax-exempt.

Tax-exempt status requires a tax certificate to be on file with Dell; if not on file, the order will be treated as taxable.

Trade Compliance

- I WILL NOT export this order outside the United States.
- I WILL export this order outside the United States.

The export of any product and software purchased from Dell must be made in accordance with all relevant laws of the United States, including and without limitation, the U.S. Export Administration Regulations. This may require that you obtain a formal export license or make certain declarations to the United States Government regarding product(s) to be exported, their destination or their end-use.

Continue

Answer questions

Click Continue

Order Summary Detailed View

Description

OptiPlex 755 Minitower

Date & Time: May 16, 2008 2:10 PM CST

SYSTEM COMPONENTS

Module	Description	Qty	Unit Price
OptiPlex 755 Minitower	Intel® Core™ 2 Duo Processor E6550 (2.33GHz, 4M, VT, 1333MHz FSB), Genuine Windows Vista® Business Downgrade, XP Pro Installed, English	1	\$1,064.80
Catalog Number:	25 E1134		
Operating System(s)	Genuine Windows Vista® Business Downgrade, XP Pro Installed, English		
File System	NTFS File System for all Operating Systems		
Memory	1GB DDR2 Non-ECC SDRAM, 667MHz, (2 DIMM)		
Keyboard	Dell USB Keyboard, No Hot Keys		
Monitors	Dell 17 inch E178FP Flat Panel, Analog		
Video Card	Integrated Video, Intel® GMA3100		
Boot Hard Drives	80GB SATA 3.0Gb/s and 8MB DataBurst Cache™		
Floppy Drive and Media Reader	1.44MB 3.5 Inch Floppy Drive		
Mouse	New Dell USB 2-Button Optical Mouse with Scroll, Black		
Modems	Dell V.92 PCI Data/Fax Controllerless Modem, full height		
Basic Systems Management Mode	Intel® vPro™ Secure Advanced Hardware Enabled Systems Management		

Resource CD and DVD	Resource CD and DVD contains Diagnostics and Driver for Dell OptiPlex System
Dell Energy Smart	Dell Energy Smart Enable
Hardware Support Services	3 Year ProSupport for IT and 3 Year NBD Onsite Service
Installation Support Services	No Onsite System Setup
Ship Packaging Options	Shipping Material for System, Minitower
Processor Branding	vPro Sticker
Labels	Vista Premium Downgrade Relationship Desktop

TOTAL: \$1,064.80

Total Price
Sub-total \$1,064.80

Order detail will be displayed

REMINDER: Please use the link located at the top of the page above to print your Order details before you submit your order requisition

Submit Order Requisition

Click Submit Order Requisition

User will now be in an active HokieMart cart.

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 UltraSharp 1908FP 19-inch Flat Panel LCD Monitor with Height Adjustable Stand and 3-Year Advanced Exchange Warranty	19083YR	EA	249.92	1 EA	249.92 USD
2 OptiPlex 755 Minitower; Intel® Core™ 2 Duo Processor E6550 (2.33GHz, 4M, VT, 1333MHz FSB)	223-0592	EA	1,064.80	1 EA	1,064.80 USD
Supplier subtotal					1,314.72 USD
Subtotal					1,314.72
Total					1,314.72 USD

Complete PR as usual.

The Cart

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 please send those as well.

The Cart is distributed on an “as needed” basis.

