



# The Cart



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Purchasing Department

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

## HokieMart Prepayment Notification Change

Departments recently asked the Controller’s Office for a better way to notify Accounts Payable of prepayments instead of sending an email to [apvt@vt.edu](mailto:apvt@vt.edu) after entering the purchase requisition in the HokieMart.

A new procedure is available in the Hokiemark effective July 1, 2008. A new field has been added to the HokieMart cart, “Notify AP-Prepayment.” For prepayments the Requestor in the department should check this box **instead of sending the email** to [apvt@vt.edu](mailto:apvt@vt.edu). The supporting documentation (invoice, registration form, etc.) should be electronically attached to the HokieMart requisition.

Do not check the “Notify AP-Prepayment” field in the HokieMart **and** send an email to [apvt@vt.edu](mailto:apvt@vt.edu) for prepayments. It is only necessary to check the field in the HokieMart for “Notify AP-Prepayment” (do **not** send the email also).

**This procedure should only be followed for prepayments.** All other invoices should be mailed to the Controller’s Office. Below is an example of the new field in the HokieMart cart.

The screenshot shows the HokieMart interface for a 'Draft Requisition'. The user is logged in as 'Wendell Vest'. The form includes the following fields:

- Cart Name:** 2008-06-23 vest 01
- Priority:** Normal (dropdown menu)
- Enter Date for Next Fiscal Year Order (07/01/2008 only):** A date input field with a calendar icon and the format 'mm/dd/yyyy'.
- Notify AP-Prepayment:** An unchecked checkbox, which is highlighted with a red arrow pointing to it from the right.
- Prepared for:** Wendell Vest, with a link to 'Select a different user...'.

## Hosted Catalog Removal

Effective August 1, 2008, the following hosted catalogs will be removed from HokieMart:

Fisher Scientific - sales representative Aaron Baxter - 540-818-9849  
VWR International - sales representative Courtney Gatter - 540-449-1821  
Sigma Aldrich - sales representative Kevin Corcoran - 202-359-8336  
Applied Biosystems - sales representative Sallie Kerr - 800-248-0281 (Ext. 7135)

Users should discontinue creating “favorites” or using “copy the cart” from a previously hosted catalog order from one of the above suppliers.

The Punchouts for these suppliers are more complete and contain up-to-date pricing and special offers that the hosted catalogs do not reflect. In addition, since these purchase orders are transmitted via CXML (computer-to-computer), they are processed quicker than faxed purchase orders.

If you have “special” pricing from your representative or if you need to request special shipping information or send attachments, you must use the **Contract Payment Purchases form**, and include the notes/attachments in the **External Note and/or External Attachment** section of the cart.

**EXCEPTION:** If you have received special pricing from Fisher Scientific, you can continue to access the quotes through the Punchout.

“Favorites” can also be created within each of the Punchouts. The sales representative from each of these suppliers is available to assist users (if needed) in creating these “favorites” in the Punchout environment.

Please contact Bonnie Sutphin ([sutphinb@vt.edu](mailto:sutphinb@vt.edu)) at 540-231-4637 if you have questions concerning this change.

## Additional Internal Service Units Available In HokieMart

Effective July 1 the following internal service areas will begin accepting purchase requests through HokieMart.

Continuing Education – Registrations  
Continuing Education – Conference Cost  
Learning Technologies – Digital Imaging  
Learning Technologies – FDI  
Student Programs – Conference Services  
Vet Med Media  
Vet Med Reprographics  
Veterinary Teaching Hospital

Please note that departments submitting ISRs to any Internal Service Unit through HokieMart do not need to send a paper copy of the purchase order to the Controller’s Office. The individual service area will be processing their billings through Banner.

## Invoices

Please do not assume that your invoices have been sent by the supplier to the Controller's Office. The invoice viewer is located on HokieSpa: [https://banweb.banner.vt.edu/ssb/prod/twbkwbis.P\\_WWWLogin](https://banweb.banner.vt.edu/ssb/prod/twbkwbis.P_WWWLogin).

Login using your PID and password. The invoice viewer is located at the bottom of the main menu in HokieSpa. You will be able to view scanned images of invoices by either entering a PO# or the Banner invoice number.

### [VT Alerts](#)

Virginia Tech's notification system, comprised of a variety of methods by which the university can contact students, faculty, and staff.

### [Hokie PLUS](#)

View and update your address(es) and phone number(s), View e-mail address(es). View and update emergency contact information. View name change & social security number change information. Change your password.

### [Hokie Team](#)

Benefits, job data, paystubs, direct deposit enrollment or changes, W2 forms, W-4 and VA-4 data and leave balances.

### [Hokie Spa](#)

Register, View your Academic and Financial Aid records.

### [Timetable of Classes](#)

### [Undergraduate Admissions](#)

Apply for Undergraduate Admission. (Opens in new browser to external Web Site)

### [Graduate Admissions](#)

File an application for admissions; Review existing applications, their status, and the status of supporting requirements. (Opens in new browser)

### [University Account Information](#)

View VT Account Summary; View e-Bill and make payment; Set up Authorized Payers; Enroll in or change direct deposit information; Enroll in Budget Tuition Plan

### [Invoice Images](#)

Display Invoice Images

Invoices and payment documents are scanned daily in the Controller's Office after entry into Banner. Normally the invoice image is available two business days after it is entered in Banner. Invoices may not be scanned until 10 days after the invoice is received by the Controller's Office from the vendor or department.

Please note that this is not a reporting system. The invoice viewer is only intended to provide departments with a scanned image of an invoice and should not be used to replace monthly reports or reconciliations. Departments should allow 10 WORKING DAYS (two weeks) before the due date for the Controller's Office to process transactions. It is the department's responsibility to follow-through with the supplier concerning receipt of invoice. Please refer to the Prompt Pay Procedurest: <http://www.co.vt.edu/Procedures/p20315.html>.

## The Cart

We are in the process of revising the HokieMart Guides. We would appreciate your suggestions and comments during this revision process. Please email [scrunkil@vt.edu](mailto:scrunkil@vt.edu).

The Cart is distributed on an "as needed" basis.

