



The Cart



!! REVISED PROCESS !!

Cancel/Change POs that are Delivered to the Supplier

Purchasing Department creates the PO – Purchasing Department will cancel/change PO.

To modify these POs, the originating department should process a Request for Purchase Order change form (<http://www.purch.vt.edu/Department/Forms/co.pdf>) and send to the Purchasing Department.

Originating Department creates the PO – Originating Department will cancel/change PO with the supplier.

To unencumber departmental funds, send an email to hokiemart@vt.edu to cancel the PO.

HokieMart Upgrade

Thank you for your patience during the initial start-up period of this upgrade. The Non-Catalog Item has proven to be a very positive part of the upgrade in that multiple items can be added much faster and efficiently. The new “my purchase orders” tab is an excellent “search” tool that provides the entire PO History of a Requestor.

Direct Pay Assistance

The new Requestor Guide contains the entire Direct Pay Policy in Appendix 7. **Please refer to this policy when choosing a payment category.** A more in-depth explanation of the codes is provided. This should prove quite useful when choosing your category from the drop-down menu. **Do not use the category KK.** This category is usually reserved for VT administrative use.

Making Payments Against Encumbered POs Created Before Departmental Implementation of HokieMart

When making payments on POs that were in encumbered in previous years that were **not initiated in HokieMart**, continue to process the paper receiving report and forward to the Controller’s Office.

Credit Memos in HokieMart

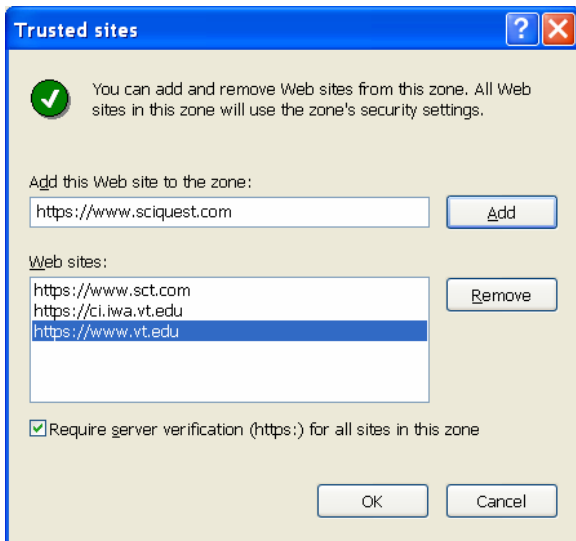
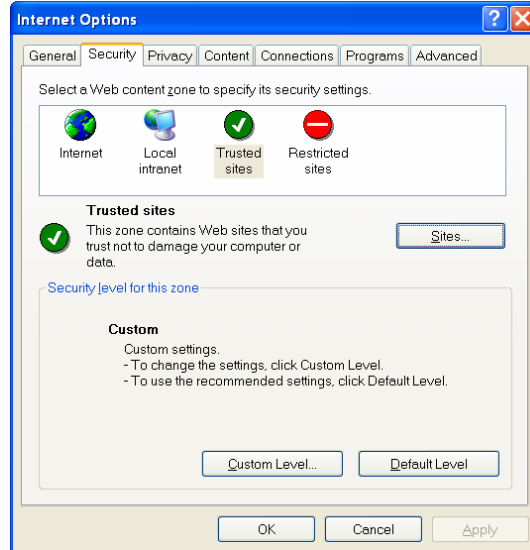
Credit memos cannot be entered in HokieMart. Please send the credit memo to the Controller’s Office with the applicable PO number written in the upper-right hand corner.

New Punchout Suppliers and Log-In Issues

CDWG and State Electric have now been added as Punchout suppliers.

Some users are experiencing problems when trying to process a Punchout order. For all the features to fully function in SciQuest HokieMart, user will need to make SciQuest a trusted site. To do this, simply select from the

<Menu Bar...
<Tools/Internet Options/Security/Trusted Sites
<Sites.




Enter in the field as shown and select
<Add
The SciQuest site will then be added as a trusted site.
<OK to close the box
<OK to close the tools box.

Users also need to have Pop-ups and Cookies enabled. See your departmental Information Technology personnel for assistance.

HokieMart Forms

Choosing the right HokieMart form continues to be a significant problem. The three forms which seem to be the most confusing are Contract Payment/Purchases forms and Non-Catalog Item. Here is a quick review of when/why to choose the particular form.



The screenshot shows the HokieMart Forms menu. On the left, under 'Form Options', there is a 'Non-Catalog Item' option (circled with a red '3') and a 'Browse by Supplier' option. On the right, under 'Forms', there is a 'My Forms' section and a 'Virginia Tech Forms' section. The 'Virginia Tech Forms' section lists several options: 'Contract Payment/Purchases (HokieMart will deliver PO)' (circled with a red '1'), 'Contract Payment/Purchases (HokieMart will not deliver PO)' (circled with a red '2'), 'Direct Pay (HokieMart will not deliver PO)', 'Interdepartmental Printing Request (HokieMart will deliver PO)', 'Interdepartmental Service Request (HokieMart will deliver PO)', 'Reimbursement Request (HokieMart will not deliver PO)', and 'Travel Agency Authorization (HokieMart will deliver PO)'. To the right of the screenshot, there are two red circles with numbers '1' and '2'. Next to circle '1' is the text 'Contract Payment/Purchases (HokieMart will deliver PO)'. Next to circle '2' is the text 'Contract Payment/Purchases (HokieMart will not deliver PO)'. Below these is a red note: '*The main difference between the two forms is purchase versus payment.'

CONTRACT SUPPLIERS

- 1 **Contract Payment/Purchases (HokieMart will deliver PO)**
Use this form to process purchases to contract suppliers when you want HokieMart to deliver the PO.
- 2 **Contract Payment/Purchases (HokieMart will not deliver PO)**
Use this form to process payments to contract suppliers when you have received the goods and do not want HokieMart to deliver the PO **OR** you may use this form to deliver the PO yourself (fax, etc.). Examples: special pricing, an email quote, or you prefer to send it directly to the supplier/representative.

NON-CONTRACT SUPPLIERS

- 3 **Non-Catalog Item**
Use this form to process purchases and payments to non-contract suppliers and suppliers who are not HokieMart hosted catalogs or Punchouts.

Instructions for Printing HokieMart Forms

To print HokieMart Forms: while in the form use one of three options -

- (1) Right click on your mouse, choose the print option.
- (2) **Ctrl P**
- (3) **Alt Print Screen** should also give you a print option.

Reimbursements for Non-VT Employees

When reimbursing non-VT personnel, use the Direct Pay form and the payment category KK (for this particular transaction only). Please provide full legal name of the reimbursee and their Virginia Tech ID number. Do not include the Social Security Number.

Interdepartmental Service Request (ISR) Departments Added in the HokieMart

HokieMart ISR orders can now be processed to the Glass Shop, Biological Sciences Posters, and University Leadership Development.

View Funding Before Approving a PR

While reviewing a PR, an approver has several areas that may be edited. One edit option is the funding. To view the PR funding, click the **Funding** tab. Complete funding for the transaction will appear. If changes are needed, click **edit**.

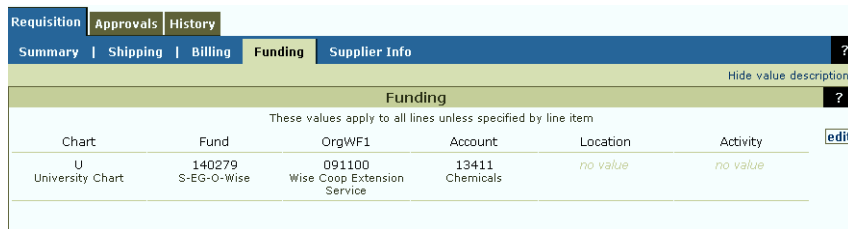


Chart	Fund	OrgWF1	Account	Location	Activity	edit
U University Chart	140279 S-EG-O-Wise	091100 Wise Coop Extension Service	13411 Chemicals	no value	no value	

Make any changes, click **recalculate/validate** to update the information. Click **Save**.

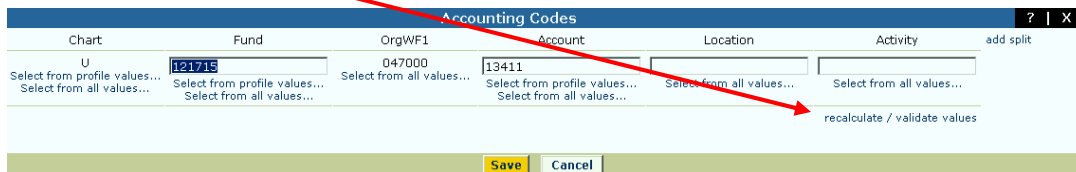


Chart	Fund	OrgWF1	Account	Location	Activity	add split
U Select from profile values... Select from all values...	140279 Select from profile values... Select from all values...	047000 Select from all values...	13411 Select from profile values... Select from all values...	Select from all values...	Select from all values...	
recalculate / validate values						
Save Cancel						

HokieMart Processing Record Transaction Volumes

During the spring, we added new users to the system each month and saw our transaction volume steadily grow. Our deadline for full university-wide implementation was July 1st. We would like to thank HokieMart users in Virginia Tech locations throughout the state for working with us to make this transition as smooth as possible. Your cooperation is greatly appreciated.

July was a record-setting month for the HokieMart: 12,113 transactions were processed for a value of \$22 million. That is *one month* and is an impressive amount of electronic processing with a great reduction in paper. It is also the level of volume that was envisioned for the system when we started the project.

As we go forward into the new fiscal year, our intentions are to bring many improvements to the system and to expand the marketplace by adding additional suppliers. We will keep you informed as improvements are implemented.

Important Reminders

P-Card Monthly Statement

- Do not enter the P-Card monthly statement in HokieMart.
- Send the payment certification to the Controller's Office as in the past.

Banner Access

- Requestors/Receivers who process invoices in HokieMart and who need to look up payment information in Banner need to be sure that they have Banner access.

Apply for Banner access at this URL:

http://www.co.vt.edu/accounting_operations/General_Accounting/index.html

Click on System Access Request at the bottom of the page.

Questions may be directed to Stacy King (231-8646) or Doug Irvin (231-3318).

Multiple New Suppliers

- When a department needs to process POs to a group of suppliers on a **one-time basis**, it may be beneficial to send the required information in a spreadsheet to fdg@vt.edu. Please be sure to include your email and phone number. You will be notified when these suppliers have been added. See required supplier information to be provided in the Requestor Guide under New Supplier.

UPS and FedEx

- Users are continuing the process UPS and FedEx payments on the Direct Pay forms. These should be processed on the Contract Payment Purchases Form (HokieMart Will Not Deliver). The UPS contract number is 910-2660. The FedEx contract number is 340641CM. These contract numbers are written on the form (see article above about contract numbers).

Contract Numbers Must Be Included When Processing a Contract Payment Purchases Forms (HokieMart will not deliver PO or HokieMart will deliver PO).

Available Actions (Click [here](#) for details): | Add and go to Cart

Contract Payment/Purchases (HokieMart will deliver PO) ?

Supplier Info ?

Supplier Heavener Hardware & Lumber
more info...

Address Po Box 9
Blacksburg, VA 24063 US

Supplier Phone +1 (540) 552-1221


Distribution
The system will distribute purchase orders using the method(s) indicated below:
Fax +1 (540) 552-1227

General Info ?

Non-Configurable Fields

General Info Instructions Use this form to process orders against university contracts that are not Hokie Mart suppliers. These are preferred sources and should be used for departmental small dollar purchases before alternate sources are considered. See website for university contracts: Virginia Tech Contracts. The HokieMart will deliver this order to the supplier.

Form Type Contract Payment/Purchases (HokieMart will deliver PO)

atalog No.  **Enter Contract Number**

Product Description
255 characters remaining

Quantity

Packaging

Estimated Price

Newsletter Suggestions

We are interested in having your input and suggestions for The Cart. Please send an email to Sherry Crunkilton at scrunkil@vt.edu.

