

# The Cart



## New Suppliers

MSC (TC-007-08) and Invitrogen (TG-014-07) have now been added as Punchout suppliers. Beckman Coulter (TC-002-05) has been added as a hosted catalog supplier.

## Fisher Scientific – New Quotes Via Punchout Capability

The Fisher Scientific Punchout now has the capability to display quotes which have been received from the Fisher sales representative for special purchases. These quotes can be added to the HokieMart cart by line item which eliminates the need to use the Contract Payment Purchases Form to order these quoted items from Fisher Scientific. Instructions for using this new capability within the Fisher Punchout are described in the attachment to this email. If you have questions concerning this new capability, please contact Bonnie Sutphin at [sutphinb@vt.edu](mailto:sutphinb@vt.edu) or 231-4637.

## Cancellation of Purchase Orders

The number of purchase orders that are being cancelled at the request of the departments has become an increasingly time-consuming effort. We ask that you try to keep these to a minimum whenever possible. Please double check for POs that may be a duplicate, have the wrong funding/account codes, etc. Also recheck the supplier and appropriate HokieMart form before processing a PO. Thanks for your assistance.

## Suppliers Not Accepting POs

Before placing an order or adding a New Supplier, remember to verify that the desired supplier will accept a purchase order. You may check this at the supplier's website or visit the Purchasing website for a listing of the known suppliers that do not accept purchase orders: <http://www.purch.vt.edu/HokieMart/xvendors.html>. Should you discover that a supplier does not accept purchase orders, please send an email to [fdg@vt.edu](mailto:fdg@vt.edu).

## Revised HokieMart Guides

Within the next two months work will begin on rewriting/updating all of the HokieMart User Guides. We would appreciate your input on the content and presentation of the materials. We hope to make the Guides more user friendly. Send any suggestions to [scrunkil@vt.edu](mailto:scrunkil@vt.edu).

## Most Frequently Used Account Codes

<u>Account Code</u>	<u>Description</u>	<u>HokieMart Form</u>
12130	Messenger Service, Private or State Courier	FedEx - Direct Pay (Payment Code C1) UPS (91026-60)(Contract/Payment - HokieMart Will <b>Not</b> Deliver)
12150	Printing Services (Digital Print Centers)	IPR
12152	Printing Services (South Main St.)	ISR
12210	Organization Memberships	Direct Pay (Payment Code A16)
12220	Publication Subscriptions	Direct Pay (Payment Code E5)
12480	Media Services ( <b>advertising in magazines, newspapers, etc.</b> )	Direct Pay (Payment Code E3)
12897	Employee Training Courses, Workshops, and Conferences ( <b>registration fees</b> )	Direct Pay (Payment Code E1)
13120	Office Supplies – General	Non-Catalog Item, Contract Payment Purchases Punchout (depending on supplier)
13410	Laboratory Supplies – General (check other codes for specific supplies)	Non-Catalog Item, Contract Payment Purchases Punchout (depending on supplier)
13740	Educational Supplies (blank audio/video tapes, chalk, erasers, etc.)	Same as above
13747	Textbooks	Direct Pay (Payment Code E5) (directly from Publisher or Producer only)
22625	Office Furniture (less than \$2,000 per unit)	Non-Catalog Item, Contract Payment Purchases Punchout (depending on supplier)
22620	Office Furniture (more that \$2,000 per unit)	Same as above

These account codes do not include those used for travel expenses. Those are processed on a travel voucher. A complete listing of account codes may be found on the Controller's Office website: [www.co.vt.edu](http://www.co.vt.edu). Please direct questions on the use of the codes to Donna Nichols (231-8618) ([dnichols@vt.edu](mailto:dnichols@vt.edu)).

## Product Descriptions

When completing the product description section of any HokieMart form, please be as specific as possible when describing the item(s) purchased. This detailed information is needed for fixed assets and inventory control purposes.

### Incomplete Description

Confirming Invoice #16782

CDF-4976, CDF-8942

### Complete Description

Confirming Invoice #16782  
5-drawer filing cabinets, executive chair, credenza

CDF-4976, Laboratory Table  
CDF-8942, Fume Hood

## HokieMart Classes

HokieMart classes will continue on a regular schedule: Requestor and Approver - twice each month; Receiver – once each month. Please visit the Purchasing website: <http://www.purch.vt.edu/HokieMart/training.doc> for a listing of the dates and the form needed for registration.

## Local Suppliers

Many local vendors such as Home Depot, Wal-Mart, and Lowes do not accept purchase orders. You will need to use your P-Card for these purchases. The P-Card may be used for any across-the-counter sales.

# Reminders

## Receipt Actions

HokieMart continues to receive daily questions concerning the receipt of POs. If you have questions, please contact Mike Long (231-9308) ([milong@vt.edu](mailto:milong@vt.edu)). Printing this table should serve as an easy reference.

Punchout/Hosted Catalog Form	Receiving Needed
Contract Payment/Purchases Form	Receiving Needed
Non-Catalog Form	Receiving Needed
Direct Pay	Receiving Needed
Prepayments on any HokieMart Form	Receiving <b>Not</b> Needed
IPRs and ISRs	Receiving <b>Not</b> Needed
Reimbursement Request	Receiving <b>Not</b> Needed
Travel Agency Authorization	Receiving <b>Not</b> Needed

# Split Funding by Dollars Quick Guide

If you prefer to split funding on a PR by **dollars** rather than % of price or % of quantity:

Click **Review** in the upper right-hand flow chart.



Click the **Funding** tab.



Scroll down to Supplier/Line Item Details.



Click **Ext. Price** box by the line item that you wish to split.

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
BNDR,EXTRAWE EZD 1.5 WE <a href="#">more info...</a>	L201319	EA	3.62	8 EA	28.96	<input type="checkbox"/>

Click **Edit**.

Click **add split** (once for each additional split).

Chart	Fund	OrgWF1	Account	Location	Activity	
U Select from profile values... Select from all values...	<input type="text" value="121715"/> Select from profile values... Select from all values...	047000 Select from all values...	<input type="text" value="13120"/> Select from all values...	<input type="text"/> Select from all values...	<input type="text"/> Select from all values...	<input type="button" value="add split"/>

recalculate / validate values

From the drop-down menu, select **Amount of Price**.

Enter dollar amounts/account codes/fund codes as needed.

Chart	Fund	OrgWF1	Account	Location	Activity	Amount of Price	
U om profile values... from all values...	<input type="text" value="121715"/> Select from profile values... Select from all values...	047000 Select from all values...	<input type="text" value="13120"/> Select from all values...	<input type="text"/> Select from all values...	<input type="text"/> Select from all values...	<input type="text" value="20.96"/>	<input type="button" value="remove"/>
U om profile values... from all values...	<input type="text" value="121715"/> Select from profile values... Select from all values...	047000 Select from all values...	<input type="text" value="13120"/> Select from all values...	<input type="text"/> Select from all values...	<input type="text"/> Select from all values...	<input type="text" value="8.00"/>	<input type="button" value="remove"/>
Total 28.96 USD							<input type="button" value="add split"/>

recalculate / validate values

Click **recalculate/validate values**. You will receive an error message if the amounts do not equal the total.

Click **Save**.

This message will appear in the funding block: **Accounting Codes values vary by line**

## **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](mailto: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.

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