

The Cart



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Purchasing Department

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

Facilities Services Implements New HokieServ Workorder System

Facilities Services has implemented a new workorder system (HokieServ) which coordinates requests for all Facilities workorders.

Detailed instructions for submitting HokieServ requests can be found on the Facilities Services website under HokieServ Information at <http://www.facilities.vt.edu>.

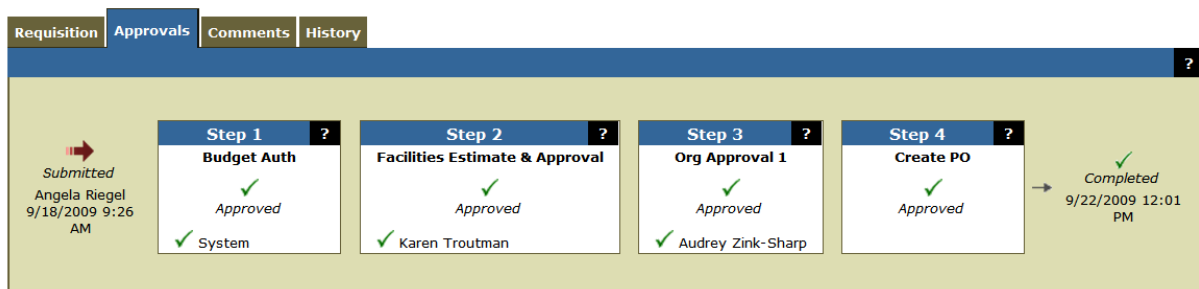
Charge Workorders

All workorder requests for which the customer pays Facilities Services (renovations, keys, moving and hauling, signage, etc.), are initiated as an Interdepartmental Service Request (ISR) in HokieMart by the customer to the supplier "VT Facilities Services" (including Key Shop orders which were placed previously to "VT Facilities Key Shop" in HokieMart). For further details on how these orders should be placed in HokieMart, see instructions at <http://www.facilities.vt.edu>. No paper ISRs are accepted except for requests that will be charged to the Virginia Tech Foundation.

For orders where the price increases or decreases more than 10% from the initial order, Facilities Services will initiate a Request for Purchase Order Change and attach pertinent documentation. The form is then is routed to the department for approval. After approval, the department will send the form to the Purchasing department for processing.

Facilities Services is included in the HokieMart workflow approval process for each ISR submitted. Facilities will review the PR at which time more detailed information may be required (site visitation, additional contact with department, etc.) before cost for labor and materials can be determined. The length of time for Approval will depend upon the complexity of the work requested. When a cost change is required, Facilities will add a comment to the PR for the Requestor and Approver which they will receive via email.

HokieMart Facilities workflow example:



No Charge Workorders

For all workorder requests for which the customer does not pay Facilities (regular corrective maintenance such as temperature adjustments, light bulb change, leaks, etc.), requests are entered directly into HokieServ by the customer. See link at <http://www.facilities.vt.edu> where a HokieServ "customer request" form is provided. Users log into the HokieServ system with their user ID and password (same as HokieMart login).

Access to HokieServ

All customers can track their requests in HokieServ as to when and how many requests were submitted. Facilities will contact each senior management area to grant access to view the status of HokieServ projects and the project-to-date costs.

Account Code for Processing Facilities Services ISRs

When processing ISRs, use the following account code on **ALL** ISRs:

12570 – Plant Repair and Maintenance Services: Include expenses for carpentry, minor masonry, painting, and other services provided to repair and maintain plant facilities.

Help for HokieServ

Questions regarding HokieServ should be directed to Facilities Customer Service at 540-231-4300 or HokieServ@vt.edu.

HokieMart Implementation of VT Software Distribution

Departmental Software Sales is now accepting software and laptop leasing orders via HokieMart. The new process eliminates the need for paper ISRs, but Departmental Software Order Forms (DSOFs) and License Agreements are still required. Attach this documentation as an External Attachment. Orders submitted to Software Distribution are reviewed according to specific guidelines before the purchase order is finalized. For more information on how to submit an order, directions are posted at:

<http://www2.ita.vt.edu/software/department/ordering/information.html>

If you have questions on how to place your HokieMart order, please contact Departmental Software at 231-4736 or depsoftw@vt.edu

Internet Explorer 8

HokieMart Punchout suppliers now support Internet Explorer 8.

In some Punchout sites, user may receive a security warning message. Should you receive this warning, please check “NO” so that you may continue the Punchout session. For more information, see Purchasing website: <http://www.purch.vt.edu/HokieMart/ie8.html>.



Accounting Codes The Inn and Skelton Conference Center

When processing ISRs to The Inn and Skelton Conference Center, use the account codes below.

12850 –Travel, Subsistence and Lodging: Include expenses for gratuities, lodging, and similar subsistence and for parking fees and tolls related to 12820 and 12840. Include expenses **for non-employee** travel to conferences, training sessions, workshops, and seminars.

12890 –Employee Training and Conferences – Transportation, Lodging, Meals, and Incidentals. Include costs for airfare, taxi, tolls, lodging, meals, and personal vehicle mileage reimbursement associated with employee training and development. Include expenses for **employee** travel to conferences, conventions, workshops, seminars, and training courses.

15351 – Meeting Facilities Rentals (rental of meeting/private dining room)

Searching for a Hosted Catalog Supplier

From the main screen of HokieMart:

- Enter JanPak (or any hosted catalog).
- Click “Go.”

Shop Everything advanced search

Go to: favorites | non-catalog item | quick order Browse: suppliers | categories | contracts | chemicals

A complete listing of JanPak (or any hosted catalog) products will be displayed.

Results for: Everything : JanPak Showing 1 - 20 of 48 results Compare Selected: 0

Products per page: 20 Sort by: Best Match Page 1 of 3

Product Name	Price	Quantity	Action
SCOTT SURPASS 1PLY TOILET TISSUE 4.0"x4.5" 80rl/cs from JanPak Virginias Part Number 1846 Manufacturer Info 5102 - (KIMBERLY CLARK)	53.30 USD 1210ft, CS	1	<input type="button" value="Add to Cart"/> <input type="button" value="add favorite"/> <input type="button" value="compare"/>
ECOSOFT GREEN SEAL 2PLY TOILET TISSUE 3.75"x7" 865 sheets/rl 36rl/cs from JanPak Virginias Part Number 147895 Manufacturer Info 61990 - (BAY WEST)	37.75 USD 3244ft, CS	1	<input type="button" value="Add to Cart"/> <input type="button" value="add favorite"/> <input type="button" value="compare"/>
2-PLY TOILET TISSUE WRAPPED 500 sheets/ROLL 4 1/9" x 3 1/4" 96rl/cs from JanPak Virginias Part Number 184030 Manufacturer Info TP534 - (AFFEX)	35.74 USD 2000ft, CS	1	<input type="button" value="Add to Cart"/> <input type="button" value="add favorite"/> <input type="button" value="compare"/>
2-PLY TOILET TISSUE JR JUMBO ROLL 12rl/cs from JanPak Virginias Part Number 146524 Manufacturer Info JRT902 - (AFFEX)	19.85 USD 900ft, CS	1	<input type="button" value="Add to Cart"/> <input type="button" value="add favorite"/> <input type="button" value="compare"/>

Refine and Filter Search

Add Keywords

By Supplier
JanPak Virginias (48)

By Category
Cleaning and disinfecting solutions (7)
Cleaning rags and cloths and wipes (1)
Disinfectants (2)
Disposable Towels (6)
Feminine hygiene products (1) more...

By Packaging UOM
BX (9)
CS (38)
PA (1)

Other matches
JanPak Virginia's

- Select the desired items.
- Click “Add to Cart.”
- Click “view cart” when all items have been added.

User will be in a Draft Requisition.

- Complete the PR as usual.

Printing of POs for University Bookstore Purchases

When making purchases from the on-campus or Volume Two bookstore, please remember to hand carry a copy of the HokieMart PO to the bookstore. To print PO version that should be delivered to the bookstores:

- Search for the PO number.
- From the drop down-menu choose:
- “Print Fax Version.”
 - Click “Go.”

Available Actions 

The PO to be delivered to the supplier will be displayed. Please **do not take the PR Summary** to the bookstore even though the PO number is on the form.

New Finance Web Reports Available

Approver Listing by Organization Code

This report provides a listing of approvers by organization code. The report can be submitted for any level of the organization hierarchy (senior management, management, department, or organization code). The report does enforce Banner Finance organization security (user can only obtain information for the organizations that they have been granted access to in Banner). The Approvers on the report are the only departmental representatives who can approve HokieMart transactions or Fleet Services requests. See the university procedure on Accounting Approvals at <http://www.co.vt.edu/Procedures/p10305b.html> for further details.

If changes are needed to the departmental approvers, submit a HokieMart access request form (<http://www.purch.vt.edu/HokieMart/forms.html>) to Penny Falck (Mail Code 0312) in the Controller's Office to change Approvers (paper form required with department approval).

Contract Corner

The Contract Corner is used to provide new/additional information on Contract Module issues.

VWR and CDW-G now have quote capability in the Punchout.

Invitrogen and Bio-Rad now have reduced shipping costs on select items.

JanPak and Sanico are new janitorial contract suppliers with hosted catalogs.

Reminders

Receipt Actions

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

Punchout	Receiving Needed
Hosted Catalog	Receiving Needed
Non-Catalog Form	Receiving Needed
Direct Pay	Receiving Needed
Prepayments on any HokieMart Form	Receiving Not Needed
IPRs and ISRs	Receiving Not Needed
Reimbursement Request	Receiving Not Needed
Travel Agency Authorization	Receiving Not Needed

Direct Pay Issues

Three years after the implementation of HokieMart, processing of Direct Pay continues to be a problem area. The assumption made by most users is: “I thought I used it when I was paying a supplier directly.”

The **ONLY** time the Direct Pay form should be used is when the purchase/payment of a PO is listed **specifically** as a Direct Pay category.

Direct Pays are never sent to the supplier. If user is purchasing on a Direct Pay form, it is the user’s responsibility to send the PO to the supplier.

Please see the Direct Pay link:<http://www.policies.vt.edu/3220.pdf>.

A complete copy of the Direct Pay policy and categories is also included in the Requestor Guide.

If you have questions about Direct Pay, please contact Donna Nichols, dnichols@vt.edu, 540-231-8616.

Requestor Guide

To print a copy of the updated Requestor Guide, use this link:

<http://www.purch.vt.edu/HokieMart/UserGuides/requestor.pdf>

The Cart

The Cart is distributed on an “as needed” basis and we would appreciate your input. Please send an email to scrunkil@vt.edu or phone 540-231-3988 with any suggestions that you might have.