

The Cart



Volume 09-1

January 2009 – Revised 2/2/09

Purchasing Department

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

ISR's for University Service Centers Must Use Account Code 1244R

When entering an Interdepartmental Service Request for the following internal vendors, the account code on all transactions must be **1244R**. These vendors are official University Service Centers and all activity related to these centers must flow through account code 1244R. If an account code other than **1244R** is entered on the ISR, the PO that was generated will be closed and you will be asked to process a new request through HokieMart with the correct account code.

Account
1244R
Service Center Services

VT Biological Systems Engineering - Water
VT Biological Systems Engineering - Vehicle
VT Biological Sciences – VBI Plant Growth Facility
VT Chemistry Electronic Shop
VT Chemistry Glass Shop
VT Chemistry Mass Spec Lab
VT Chemistry NMR Lab
VT Chemistry Research Stockroom
VT Chemistry Surface Analysis Lab
VT Chemistry X-ray Lab
VT ECE Clean Room
VT Fisheries & Wildlife
VT ESM Machine Shop
VT NCFL (Nanoscale Characterization/Fab Lab)
VT Office of Research Viveria
VT Soil Testing Lab – Fertility Analysis
VT Soil Testing Lab – ICP Analysis
VT VTTI Smart Road
VT Vet Med Animal Care
VT Vet Med Aquatics
VT Vet Med Flow Cytometry
VT Vet Med Morphology
VT Vet Med Statistical Lab
VT Vet Med Toxicology

If your department provides internal services, please contact Stacy King at 231-8624 (kings@vt.edu) to register as an internal vendor in HokieMart.

Please do not process paper ISR's to these vendors.

!!!OfficeMax Update!!!

We have streamlined OfficeMax and now have two purchasing **options**:

- (1) HokieMart
- (2) Local OfficeMax retail store

The new PO bar code method (below) will automatically register the lowest price for the item(s) at checkout in the retail store.

The retail stores should be used **only if the price(s) are lower** than the Punchout or if you need your order immediately.

To Purchase from Local OfficeMax Stores

- (1) Create a PO in HokieMart using the Contract Payment Purchases Form (HokieMart **will not** deliver). When choosing the supplier, only one address will be available (7870 Villa Park Drive, Richmond, VA). Select that option.
- (2) Individual line item(s) and price(s) must be entered.
- (3) Only items listed on the PO can be purchased; **items cannot be added or amounts increased** on the original PO.

If you require additional items, use the university P-Card along with the OfficeMax Retail Connect Card. If you do not have the OfficeMax Retail Connect Card, please contact Peter Houhoulis, petehouhoulis@officemax.com.



- (4) Print the PO and hand carry to the local OfficeMax store. The PO will contain an OfficeMax bar code which will be scanned at checkout.

The bar code will automatically register the lowest price for the item(s).

To Print the PO

- <Search for PO number.
- <Enter the PO number.
- <Click “Go.”

- From the drop-down menu:
- <Select “Print Fax Version.”
- <Click “Go.”

The PO will appear with the bar code. Print the PO and hand carry to the OfficeMax retail store.

Sample of printed fax version to be hand-carried to the local OfficeMax retail store.



Virginia Polytechnic Institute and State University		
Purchase Order Date	PO/Reference No.	Revision No.
1/14/2009	P9053760	0
Buyer Information		
Owner Name	Bonnie Sutphin	
Owner Phone	+1 (540) 231-4637	
Owner Email	sutphinb@vt.edu	

Order acceptance instructions:
ATTENTION: Supplier please confirm receipt of this order, pricing and availability of ALL ordered products by return e-mail shown in the DELIVERY INFORMATION.

This transaction shall be governed by the laws of the Commonwealth of Virginia, the provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors.

Terms and Conditions found at this web site: www.purch.vt.edu/html.doc/terms.html



888800010532027355

Supplier Information	Billing Address	Delivery Information
OfficeMax Inc 7870 Villa Park Dr Richmond, VA 23228 US Phone +1 (800) 472-6473 Fax +1 (800) 572-6473	Virginia Polytechnic Institute & State University Accounts Payable 201 Southgate Center Mail Code 0312 Blacksburg, VA 24061 United States	Delivery Address Virginia Polytechnic Institute & State University Contact Name Bonnie Sutphin Purchasing 270 Southgate Center Blacksburg, VA 24061 United States Phone +1 (540) 231-4637 Email sutphinb@vt.edu Delivery Information Ship Via Best Carrier-Best Way

Billing Information	
F.O.B.	N/A
Contract	no value

Notes to Supplier

Accounting Info								
Fund	Org	FundWF	OrgWF1	OrgWF2	Account	Activity	Chart	Location
121715	no value	121715	047000	047000	13120	no value	U	no value

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 1	Media storage system	889	EA	500.00 USD	1 EA	500.00 USD
ADDITIONAL INFO						
Shipping, Handling and Tax charges are calculated and charged by each supplier.						Total 500.00 USD

University Business System Among InfoWorld's Top 100 Information Technology Projects for 2008

“A recent project by Virginia Tech's Purchasing Department, Controller's Office, and Banner Finance Team to build an automated procurement system -- integrating "HokieMart" with the university's financial systems and other internal supply-chain systems -- has been recognized with a 2008 InfoWorld 100 Top IT Solutions Award sponsored by InfoWorld magazine.”

The entire article on this award may be found at
<http://www.vtnews.vt.edu/story.php?relyear=2008&itemno=787>

P-Card and Travel Card Program

The Virginia Department of Accounts has selected a new vendor for the Purchasing Card and Travel Card programs. In the past we have used General Electric (GE) MasterCard and we will be transitioning to Bank of America VISA.

The new Bank of America VISA cards are expected to be distributed in February, 2009. New cardholder requests will not be processed until the transition to Bank of America is completed. More information on the transition will be provided when available.

For the university Travel Card, please direct questions to Amy Morris, Manager of Accounts Payable at 231-8554 or ammorri2@vt.edu. For the university Purchasing Card, please direct questions to Debra Reed, Purchasing Network Manager at 231-8548 or dbales@vt.edu.

Procedure 20310a: Business Meals and Refreshments

Please review these procedures provided by the Controller's Office. These guidelines should be read **prior to** the purchase of business meals, food, and refreshments.
<http://www.co.vt.edu/Procedures/p20310a.pdf>.

University Printing Policy

Long-standing university general policy directs that **all** printing work using university funds be directed to Printing Services **PRIOR** to the printing being done.

Note: Printing Services has specified one exception to this policy: The National Capital Region (NCR) which includes graduate schools and research centers in Alexandria, Falls Church, Leesburg, Manassas, and Middleburg has been authorized to use a delegated printing procurement limit of \$2,000 to purchase printing services from commercial vendors.

Enterprise Rental

Enterprise Rental is to be used when renting a vehicle in Blacksburg to be used for official travel. Contact the Fleet Services at 231-9927 to inquire about available state vehicles. If the desired vehicle is not available, obtain a non-availability statement from the Fleet Services. Contact Enterprise at 552-0455 to reserve a vehicle. Prepare a HokieMart Purchase Order to give Enterprise **when picking up the vehicle** or use the Virginia Tech Travel card (this will prevent the charge of sales tax).

On-line reservations may be made at:

http://www.enterprise.com/car_rental/deeplinkmap.do?cust=D82996

Exceptions

- Employees are not required to use Fleet Services if it is more cost effective to use Enterprise or any other rental service. However, a cost comparison must be provided on the payment document submitted to the Controller's Office.
- When a car is available from the Motor Pool and an employee elects to use their own personal car or an Enterprise car as a matter of convenience or personal preference, reimbursement is made in accordance with the personal car reimbursement procedures, i.e. reimbursement is limited to 30 cents per mile, not the actual cost of the rental car. The traveler will list “personal mileage” on their travel reimbursement voucher and will not attach the rental agreement and receipt. (The rental agreement is totally between the individual and the rental company.)

Search Tip

To search for Integrated DNA Technologies, Inc., enter *Integrated*DNA* in the Supplier Name field.



Supplier Search ?	
Supplier Name	<input type="text" value="*Integrated*DNA*"/>
Results per page	<input type="text" value="30"/>
<input type="button" value="Search"/> <input type="button" value="Cancel"/>	

Correct Procedure for Completing the Interdepartmental Printing Request

A completed IPR form must be attached before a Requestor can proceed to an active cart.

<Complete Supplier Info and General Info section of the form.

<Click (click here to download template).

External Info

External Info Instructions

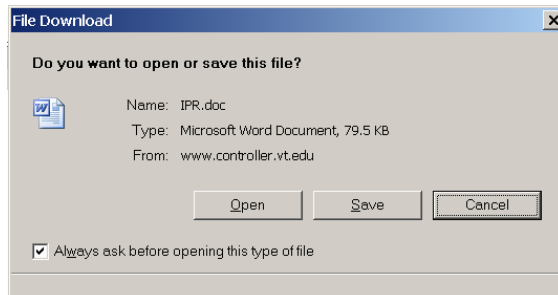
Fill out the IPR Work Request template ([click here to download template](#)) and attach it to this form. This will include department, building/room, contact name, phone, service by date and the request specifications.

External Attachments

A File Download box will open.

<Click "Save" to save this form to the desktop or other desired location.

<Complete the form and save.



An **error message** will be received and user will not be allowed to proceed to an active cart until the IPR form is completed and attached.

External Info

Fill out the IPR Work Request template ([click here to download template](#)) and attach it to this form. This will include department, building/room, contact name, phone, service by date and the request specifications.

Value required

Please complete the IPR and attach as an **EXTERNAL** attachment.

External Info

External Info Instructions

Fill out the IPR Work Request template ([click here to download template](#)) and attach it to this form. This will include department, building/room, contact name, phone, service by date and the request specifications.

External Attachments

IPR.doc (79k) remove...

[add attachment...](#)

Error Message on Interdepartmental Service Request

All External Info must be provided in order for the user to proceed to an active cart.

The screenshot shows a web form titled "External Info" with a help icon. The form contains several fields, each with a red "Value required" error message below it. A red bracket on the right side of the form groups the following fields: "Service Required by:" (with a date input field), "Department:", "Building / Room:", "Contact Name:", and "Contact Phone:". Below these is a large text area for "External Notes (1000 char)" with a scroll bar and "1000 characters remaining" text. At the bottom left is "External Attachments" with a link "add attachment...".


Wire Transfer Contact

To process wire transfers, please contact LaTawnya Burleson, 231-0678, latawyna@vt.edu.

Supplier Information

QIAGEN - A new Punchout catalog has been activated with scientific supplier Qiagen that offers a 5 % discount on their entire product line.

OFFICEMAX - Revised prices have been loaded into the OfficeMax Punchout catalog. Prices for many paper products are less than those previously offered.

PRICING AGREEMENTS - Four scientific suppliers have agreed to discount all or part of their product offerings. The amount of the discount varies by product line. However, the HokieMart system shows you both the list price and the discounted price. These companies are Genesee, New England Biolabs, Spectrum Chemicals, and USA Scientific. They have **hosted** catalogs. Their catalog is annotated with a "PA" () icon .

Reminders

Vendors That Do Not Accept Purchase Orders

Please refer to the Purchasing Department link:

<http://www.purch.vt.edu/HokieMart/xvendors.html> which provides a detailed listing of vendors that **do not accept** HokieMart purchase orders. We continue to receive questions on Home Depot, Walmart, and Lowes, all of whom do **NOT** take purchase orders. In these cases, you will need to use your university Purchasing Card or choose another vendor.

HokieMart Access Form

A revised HokieMart access form is now available to add new users or to change the roles of current users. The form is located at this URL: <http://www.purch.vt.edu/HokieMart/forms.html>.

The Cart

Current plans are to have new user guides on line in February. You will receive an email when they are available. Please email scrunkil@vt.edu if you have comments about the guides or The Cart.

The Cart is distributed on an “as needed” basis and we would appreciate your input.