

# The Cart



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Purchasing Department

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

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## The Inn at VT and Skelton Conference Center

The Inn at Virginia Tech and Skelton Conference Center has been added as an internal vendor in the HokieMart ISR form. However, The Inn is not ready to accept HokieMart orders from departments. Please do not place orders to The Inn through the HokieMart until notification is given in The Cart.

## Fiscal Year-End Deadlines

The year-end fiscal deadlines are posted on the Controller's Office website:

[http://www.co.vt.edu/Announcements/Mar09\\_YEClosing.pdf](http://www.co.vt.edu/Announcements/Mar09_YEClosing.pdf).

We encourage you to review these deadlines and to run your encumbrance report for any PO's which need to be completed (either canceled or processed) before the deadline.

## Receipt Inquiry Role Available

The quarterly upgrade to HokieMart that went into production on March 29 provides a new role for receipt inquiry. All Approvers will be given the receipt inquiry role automatically. Questions concerning this access should be directed to Penny Falck ([plfalck@vt.edu](mailto:plfalck@vt.edu)) at 231-9260.

## Change for Bookstore Purchases (Use HokieMart or P-card)

Effective April 1, 2009, all purchases from the on-campus University Bookstore or the off-campus Volume Two Bookstore (Virginia Tech Services, Inc.) are being made with a HokieMart purchase order or department P-card. The use of the bookstore charge form is discontinued. In HokieMart do a supplier search for \*University\*Bookstore.\*

If using the HokieMart option to purchase from the bookstore, the HokieMart PO should be printed and taken to the bookstore to obtain the goods. No paper signatures are required on the form since it has been electronically approved in the HokieMart. The department should estimate the price of the goods if it is not known in advance. If you need assistance estimating the cost you can call the University Bookstore at 231-5991 ext.154. If the department plans to pick up the goods from the bookstore, an external note should be entered on the HokieMart purchase request indicating "PICKUP" and the location of the bookstore.

The department will need to complete the receiving report in the HokieMart when the goods have been obtained.

## Electronic Invoices Received from Vendors

In March, 2009, the University began receiving invoices electronically from Fisher Scientific and OfficeMax. These invoices are received into HokieMart and interfaced into Banner. The Banner invoice number begins with an E and is followed by a sequential seven-digit number (example E0000001).

No invoice image is available on the university website for electronic invoices (those beginning with an E) because paper invoices are no longer received. The electronic invoice information is available in Banner on the invoice query form FAIINVE. All electronic invoices are recorded in Banner with a system userid of BANEINV.

## Processing ISR's through HokieMart

The Controller's Office is in the process of setting up the university's internal vendors so they can receive Internal Service Requests (ISR's) through HokieMart. If the internal vendor you are doing business with has been set up on the HokieMart ISR form, you must complete your ISR's through HokieMart. The Controller's Office will no longer process paper ISR's for these vendors. A complete list of HokieMart internal vendors can be found at the following link. [http://www.purch.vt.edu/HokieMart/internal\\_vendors.pdf](http://www.purch.vt.edu/HokieMart/internal_vendors.pdf)

When entering ISR's for vendors on HokieMart who are official **University Service Centers**, the account code on all transactions must always be **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. A complete list of official University Service Center HokieMart Vendors can be found at the following link. [http://www.purch.vt.edu/HokieMart/service ctrs.pdf](http://www.purch.vt.edu/HokieMart/service_ctr.pdf)

Also, please note that departments submitting ISR's to any Internal Service Unit through HokieMart do not need to do receiving in HokieMart or send a paper copy of the purchase order to the Controller's Office. The individual service area will process the billings through Banner. If you have questions, please contact Stacy King at 231-8624 or at [kings@vt.edu](mailto:kings@vt.edu).

## Use of Percentages in HokieMart

With the recent upgrade in HokieMart, decimals may be entered in the quantity field. Examples would be 2.5 liters, 3.75 gallons, 44.75 foot, etc.

Quantity	<input type="text" value="44.75"/>
Packaging	<input type="text" value="FT - Foot"/>
Estimated Price	<input type="text" value="12.50"/>

## Supplier Information

There are new pricing agreements in place with ISC Bioexpress and Thomas Scientific. They are offering a variable discount rate on most of their product line

Pricing agreements apply to suppliers located in the hosted catalog section of the HokieMart who have voluntarily offered institutional discounts on all or part of their product line. They are designated with a “PA” icon. We encourage you to consider these suppliers as they may be offering price savings as compared to your current supplier.

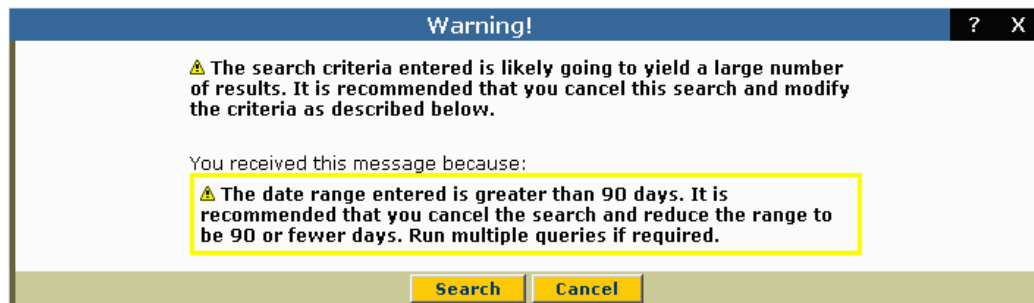
## Warning Error

When performing a search for an extended length of time (90 days or longer) in the History Search,

The screenshot shows a 'Filters' section with the following elements:

- Instructional text: "To find your purchase documents quickly and easily, choose a date range to search for purchase documents placed during a specified time frame."
- Radio buttons: "My Orders" (selected) and "Company Orders".
- PO Date Filters: A dropdown menu set to "Creation Date (System)".
- Start Date: Input field containing "08/01/2008" with a calendar icon and "(mm/dd/yyyy)" format indicator.
- End Date: Input field containing "03/30/2009" with a calendar icon and "(mm/dd/yyyy)" format indicator.

The following warning message will be displayed.



- Click “Search;” and, while the process will take extra time, all desired information will be displayed.

## Environmental Health and Safety Services

### New Account Codes for Laser Purchases

HokieMart now provides better tracking of laser purchases. Please use these codes for all Class 3R, 3B, or 4 laser purchases.

22412 - Lasers - Class 3R, 3B, 4

22417 – Lasers -<\$2,000-Class 3R, 3B, 4

Using the new laser codes enables HokieMart to notify EHSS to begin laser safety reviews at the very beginning of the purchasing process. This will avoid potential delays that could occur if EHSS receives requests only at the end of the purchasing process.

If you have a question about laser safety, please contact Albert Moore, 231-3080 ([chronos@vt.edu](mailto:chronos@vt.edu)) or Doug Smiley, 231-5364 ([smileydc@vt.edu](mailto:smileydc@vt.edu)).

### Account Codes for Other EHSS Purchases

Please use these codes for the items described. Failure to use the codes **will delay the purchasing process** as these items must be routed to EHSS in the HokieMart workflow **prior to** becoming a purchase requisition.

13415 – **Radioactive Material** – Include expenses for radioactive supplies and radioactive sources.

22411 – **Laboratory Equipment** – Include expenses for refrigerators, freezers, fume hoods, biological safety cabinets, radiation survey instruments, costing \$2,000 or more per unit.

22416 – **Laboratory Equipment** – Include expenses for refrigerators, freezers, fume hoods, biological safety cabinets, radiation survey instruments, costing less than \$2,000 per unit.

22421 – **Medical and Dental Equipment** – Include expenses for x-ray equipment and respirators costing \$2,000 or more per unit.

22426 – **Medical and Dental Equipment** – Include expenses for x-ray equipment and respirators costing less than \$2,000 per unit.

22531 - **Construction Equipment** – Include expenses for scaffolding costing \$2,000 or more per unit.

22536 – **Construction Equipment** – Include expenses for scaffolding costing less than \$2,000 per unit.

22541 – **Motor Vehicle Equipment** – Include expenses for forklifts powered pallet jacks, pallet trucks, and rider fork trucks costing \$2,000 or more per unit.

- 22546 – **Motor Vehicle Equipment** – Include expenses for forklifts, powered pallet jacks, pallet trucks, and rider fork trucks costing less than \$2,000 per unit.
- 22731 – **Manufacturing Equipment** – Include expenses for aerial lifts and mechanical power presses costing \$2,000 or more per unit.
- 22736 – **Manufacturing Equipment** – Include expenses for aerial lifts and mechanical power presses costing less than \$2,000 per unit.

If you have a question about these codes, please contact Doug Smiley, 231-5364 ([smileydc@vt.edu](mailto:smileydc@vt.edu)).

# Contract Corner

The Contract Corner will be used to provide future new/additional information on Contract Module issues.

Please insert these pages in the Requestor Guide as pages 28A and 28B

## Searching for Contracts

These instructions will allow users to identify which contracts are available to them and whether they have viewing access to a specific contract. Depending on the user's visibility privileges, full or partial viewing will be possible.

From the Main Screen of HokieMart,

- click on the Product Search tab;

search

- All Category Search

Categories

- All
- Lab Supplies
- Office/Computer
- Maintenance & Repair
- Furniture
- Antibodies
- Services
- Medical/Clinical
- Manufacturing
- Books
- Electronics
- Specialty
- Food/Food Equipment
- Supplies Manager

Product Description

- must include the words
- include any of the words
- include exact phrase
- exclude the words

Supplier Name

Manufacturer Name

Catalog No. (SKU)

Include similar terms

Products per page 20

Search

Other Searches

Browse by: Supplier | Category | Contracts | chemicals

- click “Browse by: Contracts.”

search

- Search For Contract

Quick search

laboratory supplies

Enter search terms, e.g., contract name, description, etc.

Search

If you would like a listing of **ALL** contracts, leave the field above blank.

A list of **active, effective** contracts that the user can view will display.

Results per page 50		Number of contracts found: 12		Page 1 of 1 ?		
Contract No. ▲	Contract Name ▲	Renewal No. ▲	Supplier Name ▲	Effective Date ▲	Expiration Date ▲	Active ▲
TC-002-05	Laboratory Equipment, Supplies and Services	1	Beckman Coulter, Inc.	7/1/2008	6/30/2009	✓
TC-003-05	Laboratory Equipment, Supplies and Services	1	Applied Biosystems	7/1/2008	6/30/2009	✓
TC-004-04	Laboratory Casework, Fume Hoods & Accessories	1	Nycom Inc	7/29/2008	7/28/2009	✓
TC-004-05	Laboratory Equipment, Supplies and Services	1	Affymetrix Inc	7/1/2008	6/30/2009	✓
TC-005-05	Laboratory Equipment, Supplies and Services	1	Bio-Rad Laboratories	1/1/2009	12/31/2009	✓
TG-020-09	Specialty Gases	0	Airgas-Mid America	1/30/2009	1/29/2013	✓
UCP-008-00	Laboratory Equipment, Supplies and Services	0	Fisher Scientific Company LLC	12/15/1999	6/30/2009	✓
UCP-TG-005-09	Biologicals and Scientific Supplies - HokieMart	0	Roche Diagnostics Corporation	10/1/2008	9/30/2009	✓
UCP-TG-007-09	Biologicals and Scientific Supplies	0	Waters Corporation	1/1/2009	12/31/2009	✓
UCP-TG-009-07	Biologicals and Scientific Supplies	1	Quality Biological Inc	2/1/2009	1/31/2010	✓
UCP-TG-009-09	Biologicals and Scientific Supplies	0	Thermo Fisher Scientific Asheville LLC	1/1/2009	12/31/2009	✓
UCP-TG-010-09	Biologicals and Scientific Supplies	0	GE Healthcare Bio-Sciences Corporation	12/17/2008	12/16/2009	✓

(partial screen shot)

- Click on the desired contract number for detailed information about the contract. In the example above, Waters Corporation was chosen.

**Supplier** Contracts

UCP-TG-007-09 (Biologicals and Scientific Supplies)

Contract Info		Controls	
<b>General</b>		<b>Owners</b>	
Contract	UCP-TG-007-09	Krista Link	Email kblink@vt.edu
Contract Name	Biologicals and Scientific Supplies		Phone +1 (540) 231-64
Supplier Name	Waters Corporation	<b>Accessibility</b>	
Active	✓	Grant access to this contract using Departments and Roles ✓	
Apply Automatically	✓	Departments with access to this Contract	
Description	Virginia Tech contract for scientific equipment, supplies, chemicals, biologicals, related items/services - HokieMart.	<ul style="list-style-type: none"> <li>● Apply to All</li> </ul>	
Effective Date	1/1/2009 12:00:00 AM EST	Roles with access to this Contract	
Expiration Date	12/31/2009 11:59:59 PM EST	<ul style="list-style-type: none"> <li>● Apply to All</li> </ul>	
<b>Details</b>		Users explicitly granted access to this contract	
Hard copy location		<ul style="list-style-type: none"> <li>● None Assigned</li> </ul>	
Soft Copy		<b>Applicable Fulfillment Centers</b>	
Supporting Documents	<ul style="list-style-type: none"> <li>• Waters_Corp_UCPTG00709.doc</li> <li>• Contract_Price_UCPTG00709.xls</li> </ul>	Fulfillment Address(es) Assigned to this Contract	
Payment Terms	Net 30	<ul style="list-style-type: none"> <li>● Apply to All</li> </ul>	
Shipping	Shipping cost added	<b>PO Clauses</b>	
<b>Budget Info</b>		<b>No associated clauses</b>	
Budget Total	54,000.00	<b>Organization Forms</b>	
PR Actual	0.00	<b>No associated organization forms</b>	
PO Actual	0.00		
Invoice Actual	0.00		
<b>Blanket PO</b>			
Use this PO Number			

Please note the Effective Date and Expiration Date, the contract access (Apply to All), meaning that any VT department may use this contract; the description of products covered by the contract, etc.

## Daycon

The university contract with Daycon for janitorial supplies is no longer a hosted catalog. A new contract has not yet been added.

## Reminders

The HokieMart Help Line and Help Desk continue to receive questions which deal with the payment of invoices and other Accounts Payable issues. Please phone Julie Rosenberger at 540-231-2544 ([Zurfluh@vt.edu](mailto:Zurfluh@vt.edu)). Thank you.

Current plans are to have all new user guides and quick guides on line in April. You will receive an email when they are available. Please email [scrunkil@vt.edu](mailto:scrunkil@vt.edu) if you have comments about the guides or The Cart.

## The Cart

The Cart is distributed on an “as needed” basis and we would appreciate your input. We would also like to hear from you if you have discovered “tricks” or “short cuts” in performing functions in HokieMart. We would like to pass these along to our readers.