

The Cart



Volume 09-4
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Purchasing Department

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

New Facilities Services Workorder System (Facilities Services Announcement)

Facilities Services will implement a new workorder system (HokieServ) effective August 3, 2009, which will coordinate requests for all Facility 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.), will be 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 the HokieMart). For further details on how these orders should be placed in the HokieMart, see instructions at <http://www.facilities.vt.edu>. No paper ISR's will be accepted after August 3rd except for requests that will be charged to the Virginia Tech Foundation.

For orders where the price increases more than 10% from the initial order, Facilities Services will initiate a change order form that is routed to the department for approval and then sent to the Purchasing Department to be entered as a change order against the Banner purchase order for the increase.

No Charge Workorders

For all workorder requests for which the customer does not pay Facilities (regular corrective maintenance such as too hot, too cold, light bulb change, leaks, etc.), requests will be 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 PID userid and password (same as HokieMart login).

Access to HokieServ

All customers will be able to track their requests in HokieServ as to when and how many requests were submitted. After September 1, Facilities will contact each senior management area to grant access to view the status of HokieServ projects and the project-to-date costs.

Help for HokieServ

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

Additional Upgrade 9.2 Information

Printing of Forms

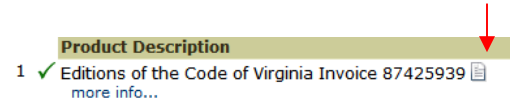
The print icon within the HokieMart form can now be used to print the form **prior to exiting** the form.

- Click print icon.



From an active cart:

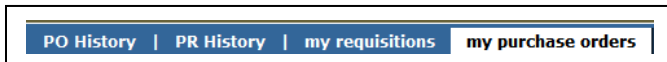
- Click on the icon in the product description area of the cart. User will be returned to the form and can use the print icon.



User may also print a “Cart – Draft Requisition” using the print icon in the cart.

PR and PO History

Requisitions and purchase orders can be viewed for 30 days after completion using the “Action Items” box or the “my requisitions” or “my purchase orders” tabs.



PR’s and PO’s prepared prior to 30 days can be accessed with a history query.

New Travel Services Supplier

We are pleased to announce the addition of a new contract travel services supplier to our campus community - Ulti-Max Travel, LLC.

Ulti-Max Travel, established in 2001, holds a higher education contract and recently became the sole provider of travel services to George Mason University. Ulti-Max Travel is a minority-owned business enterprise. With the substantial dollars spent on travel annually, utilizing the services of Ulti-Max Travel will allow Virginia Tech to meet the supplier diversity goals as established by the Commonwealth.

Ulti-Max Travel is a franchise member of the UNIGLOBE travel network. With over 900 franchise locations in the United States and another 18 countries around the world, UNIGLOBE is able to offer corporate clients cost saving benefits.

Ulti-Max Travel is now accessible in HokieMart on the Travel Agency Authorization drop-down menu.

The Inn Now Accepting HokieMart Orders

Effective July 1, 2009, when using university funds, departments began entering requests for services incurred at The Inn at Virginia Tech and Skelton Conference Center in HokieMart **prior to** the event/reservation. Due to the large number of PO's that will be generated by this new payment process, The Inn requests that you include the following information on all PO requests for services.

- Event Name (HokieMart Conference, lodging for Mr. Smith, etc.)
- Event and/or Reservation Date(s)
- Departmental Contact
- Contact at The Inn
- Event Order Number(s) or guest room confirmation number(s)

Please include any additional information that would be helpful in identifying your event(s) or reservation(s) and to expedite the request.

When entering the PR in HokieMart, select the “VT The Inn at Virginia Tech and Skelton Conference Center” form from the drop-down menu of the ISR. The amount of the PO is an estimate; **the actual charges will be billed directly to the department.**

User may choose to process an ISR each time a service is incurred or may choose the **option** of entering a blanket order for the fiscal year, July 1, 2009 – June 30, 2010. Include “blanket order” in the product description of the PR and user will perform a cost receipt each time an invoice is received.

If there is an individual in your department that is not a HokieMart user but conducts business with The Inn, please inform them of this new procedure.

FedEx Update

The university is moving to a contract that provides more favorable pricing on FedEx shipments. Price savings vary between types of service, distance, and weight, but will average 17% lower than previous pricing. Accounts will be identified and transitioned centrally by FedEx. Continue to process payments to FedEx on a Direct Pay Form, category C1.

Recycled Copy Paper

Two recent actions now require the purchase and use of recycled copy paper in all office copy machines. The first is our Virginia Tech Sustainability Action Plan recently signed by our President and the second is Virginia Governor's Executive Order number 82. **It is now university and state policy that recycled paper be used exclusively.** Paper with a 30% post-consumer waste (PCW) recycled content is recommended. Various pricing of 30% PCW copy paper is available from both Guy Brown and OfficeMax.

Reminders

Reimbursements

- A state agency to another state agency – Direct Pay: Category A6
Virginia Tech Foundation – Direct Pay: Category KK
- Non-university individual – Direct Pay: Category KK

Moving Funds Between Departments – Journal Entry

- VCE Office to another VCE Office
- Virginia Tech Department to another Virginia Tech Department
Form may be found on the Controller’s Office website: www.co.vt.edu

Payments

- UPS – Non-Catalog Item Form, Account Code: 12130
- FedEx – Direct Pay: Category C1, Account Code: 12130
- United States Post Office – Direct Pay: Category A2

VCE Payments

- Extension Office to a 4-H Center for camp fees – Direct Pay – Category E1 –
Account Code 12852
- Purchase of camp t-shirts – Non-Catalog Item (if paying a supplier) Account Code: 13781

Account Codes

A list of the most frequently used account codes can be found at the following link:

http://www.purch.vt.edu/HokieMart/cart/Vol08_1.pdf (page 2).

A list of all university account codes may be found at the following link:

http://www.co.vt.edu/accounting_operations/Account_Code_Listing/accts.html

Prompt Pay Policy

Users frequently have questions concerning invoice deadlines, the time frame for payment of invoices, etc. The Prompt Pay Policy may be found at the following link: <http://www.co.vt.edu/Procedures/p20315.html>.

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The Cart is distributed on an “as needed” basis and we would appreciate your input. Please send an email to hokiemart@vt.edu or phone 540-231-2020 with any suggestions that you might have.