



HokieMart Town Hall Meeting 2014

Presented jointly by the: Controller's Office & Procurement Department

January 15, 2014



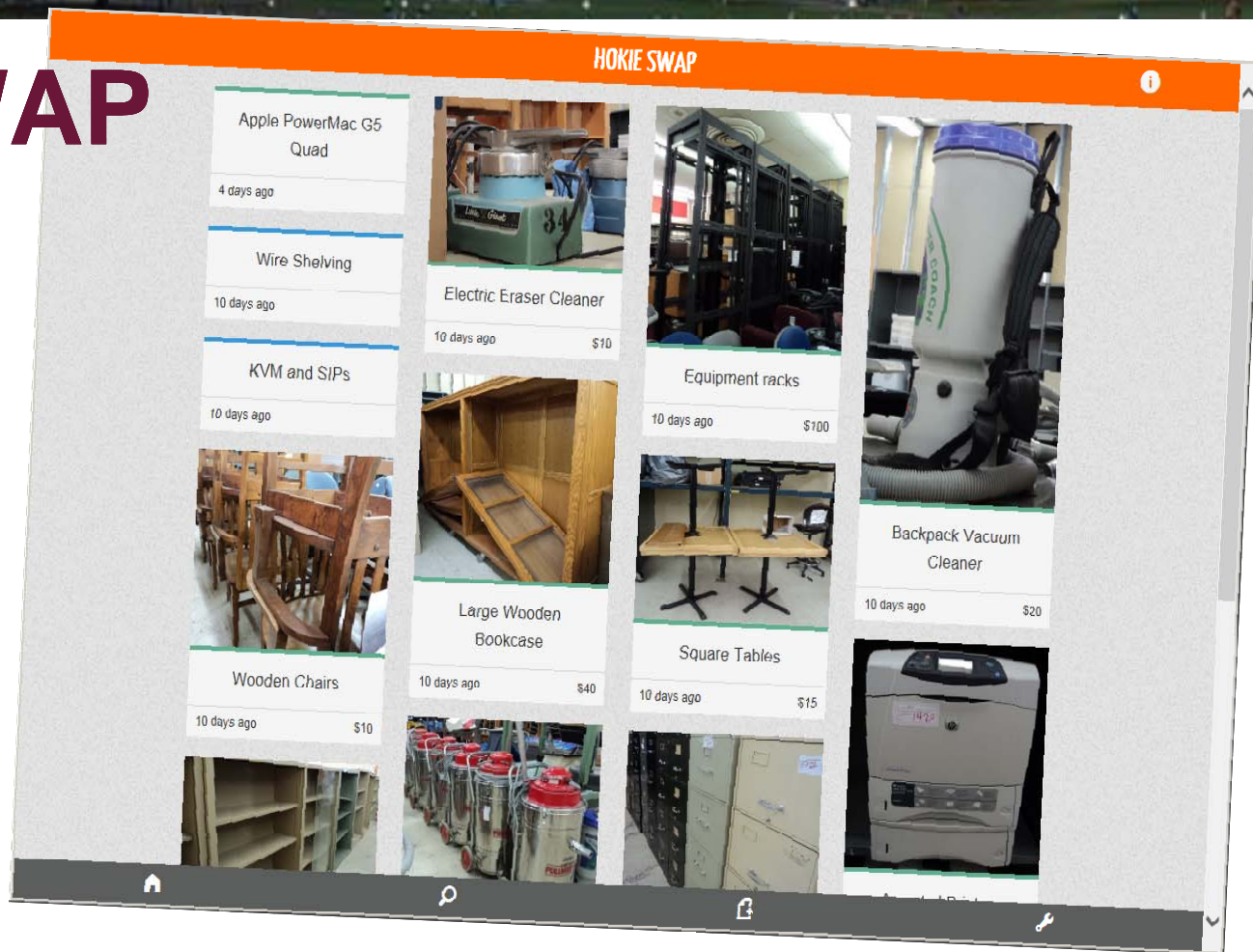
Today's Agenda

- Welcome & Introduction of Speakers
- Hokie Swap – Campus Redistribution of Surplus Prop
- New HokieMart User Interface – New Navigation
- Short Payment Terms for some vendors
- VT Electronic Invoice Vendors
- New Edit Feature for Internal Service Vendors
- New Account Codes for EHHS
- Procurement Contract Website – Updates and Accessibility
- Questions and Answer Session



HOKIE SWAP

TOM KALOUPEK



<https://hokieswap.vt.edu/>





HOKIEMART NEW USER INTERFACE – NEW NAVIGATION BONNIE SUTPHIN & WENDELL VEST

HokieMart has a
new **LOOK!**

The screenshot displays the HokieMart website's new user interface. At the top, there is a navigation bar with links for Home, Shopping, Dashboard, Shopping Home, and Home/Order. A search bar is prominently featured with the text 'snop [everything]'. Below the search bar, there are several utility links: 'Go to: advanced search | favorites | non-catalog item | quick order' and 'Browse: suppliers | categories | contracts | chemicals'. The main content area is organized into several sections:

- University Forms:** A row of buttons for 'Direct Pay (HokieMart will not deli...', 'Printing/ Copying Order Form', 'Interdepartmental Service Request...', 'Reimbursement Request (HokieMart w...', and 'Travel Agency Authorization (HokieM...'.
- Scientific Punchout Catalogs:** A grid of logos for suppliers including Airgas, BIO-RAD, Fisher Scientific, IDT, Life Technologies, and others.
- Office/Computer/Book/Furniture Punchout Catalogs:** A grid of logos for suppliers including Apple, COWI, Dell, eDAILY, DOLL, and Fujitsu.
- Maintenance & Repair Punchout Catalogs:** A grid of logos for suppliers including ESI, HFERBSON, DRAMMER, and others.
- Hosted Catalog Suppliers:** A grid of logos for suppliers including Contract Supplier, Contract Supplier, Bio-Energy Price Agreement, and others.

On the left side of the screenshot, there is a sidebar with several news items and announcements, including 'VT Contract and the Controller's office would like you to join us for the upcoming Town Hall Meeting', 'HokieShip', 'New Eick Supply Company Punchout', and 'Purchase of Furniture'.

www.hokiemart.vt.edu





SHORT PAYMENT TERMS FOR SOME VENDORS

WENDELL VEST

Vendors with Special Payment Terms	
Vendor Name	Terms
CDW-G	0% 0, Net 20
Fisher Scientific Company LLC	0% 0, Net 15
Taylor Office Supply Inc	0% 0, Net 20
Nikon Instruments Inc	1% 20, Net 30
Allentown Inc	1% 20, Net 30
Animal Health International	2% 15, Net 30



VT ELECTRONIC INVOICE VENDORS

Wendell Vest

[http://www.procurement.vt.edu/
HokieMart/VT-Electronic-Inv-
Suppliers.pdf](http://www.procurement.vt.edu/HokieMart/VT-Electronic-Inv-Suppliers.pdf)

Virginia Tech Electronic Invoice Vendors

Vendor Name	Portal?
Applied Biosystems LLC	
BioExpress Corporation	
Bio-Rad Laboratories	
CDW-G	
Complete Book & Media Supply Inc.	Yes
Dell Marketing LP	
ECK Supply Company, Inc.	Yes
Fisher Scientific Company LLC	
Guy Brown Products	
Heavener Hardware & Lumber	Yes
Integrated DNA Technologies Inc	
Invitrogen Corporation	
McMaster Carr Supply Company	Yes
MSC Industrial Supply Company	
New England Biolabs Inc	
New River Office Supply Inc	Yes
Qiagen Inc	
Sigma-Aldrich Inc	
Spectrum Chemicals & Laboratory Products	
Taylor Office Supply Inc	Yes
The Supply Room Companies Inc	
Thomas Scientific Inc	
USA Scientific Inc	Yes
VWR International Inc	
W W Grainger Inc	



INTERNAL SERVICE CENTER VENDORS – NEW EDIT

WENDELL VEST

- ❖ Internal Service Centers with approved rate
 - Listing on Procurement Dept website

http://www.procurement.vt.edu/HokieMart/service_ctrs.pdf

- ❖ Must use account code 1244R on Requisition
- ❖ Rejected before approvals if incorrect account code



NEW ACCOUNT CODES FOR EHSS BONNIE SUTPHIN

HOKIE MART

Account Codes for Administrative Approval

Use these account codes to route purchases that require approvals by Printing Services, Communications Network Services (CNS) and Environmental Health and Safety Services (EHSS). If these codes are not used, the purchasing process time will increase.

Contractual Services

12156 Printing Services – Private Vendors (Printing Approval) – Include expenses for designing, printing, collating, and binding services received from a private vendor.

Supplies, Materials, & Equipment Costing Less Than \$2,000 Per Item

1341A Respirators (EHSS Approval)

13415 Radioactive Supplies (EHSS Approval) – Include expenses for radioactive supplies costing less than \$2,000 per unit.

22316 Electronic Equipment (CNS Approval) – Include expenses for two-way radios costing less than \$2,000 per unit.

22336 Voice and Data Transmission Equipment (CNS Approval) – Include expenses for telephone equipment costing less than \$2,000 per unit.

22412 Lasers (EHSS Approval) – Class 3R, 3B, 4 costing less than \$2,000 per unit.

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

NEW 22419- X-Ray Equipment (EHSS Approval) - Include expenses for x-ray equipment (e.g., diffraction (XRD), fluorescence (XRF), electron microscopes, microCT, ESCA, XPS) costing less than \$2000 per unit.

NEW 22426 Medical and Dental Equipment (EHSS Approval) – Include expenses for medical, dental and veterinary x-ray equipment (e.g., c-arms, portables, fluoroscopy, CT, bone densitometer) costing less than \$2,000 per unit.

<http://www.procurement.vt.edu/HokieMart/hm.html>
Revised 12.12.13

22536 Construction Equipment (EHSS Approval) – Include expenses for construction equipment costing less than \$2,000 per unit.

22546 Motor Vehicle Equipment (EHSS Approval) – Include expenses for motor vehicles, pallet jacks, pallet trucks, and related equipment costing less than \$2,000 per unit.

22736 Manufacturing Equipment (EHSS Approval) – Include expenses for mechanical power presses costing less than \$2,000 per unit.

Capitalized Equipment

22311 Electronic Equipment (EHSS Approval) – Include expenses for electronic equipment costing \$2,000 or more per unit.

22331 Voice and Data Transmission Equipment (EHSS Approval) – Include expenses for telephone equipment costing \$2,000 or more per unit.

22411 Laboratory Equipment (EHSS Approval) – Include expenses for laboratory equipment (e.g., fume hoods, biological safety cabinets, refrigerators, freezers, and other laboratory equipment) costing \$2,000 or more per unit.

NEW 22414- X-Ray Diffraction (XRD) Equipment (EHSS Approval) – Include expenses for X-ray diffraction equipment costing \$2,000 or more per unit.

22417 Lasers (EHSS Approval) – Include expenses for lasers costing \$2,000 or more per unit.

NEW 22421 Medical and Veterinary Equipment (EHSS Approval) – Include expenses for medical and veterinary equipment costing \$2,000 or more per unit.

22531 Construction Equipment (EHSS Approval) – Include expenses for construction equipment costing \$2,000 or more per unit.

22541 Motor Vehicle Equipment (EHSS Approval) – Include expenses for motor vehicles, pallet jacks, pallet trucks, and related equipment costing \$2,000 or more per unit.

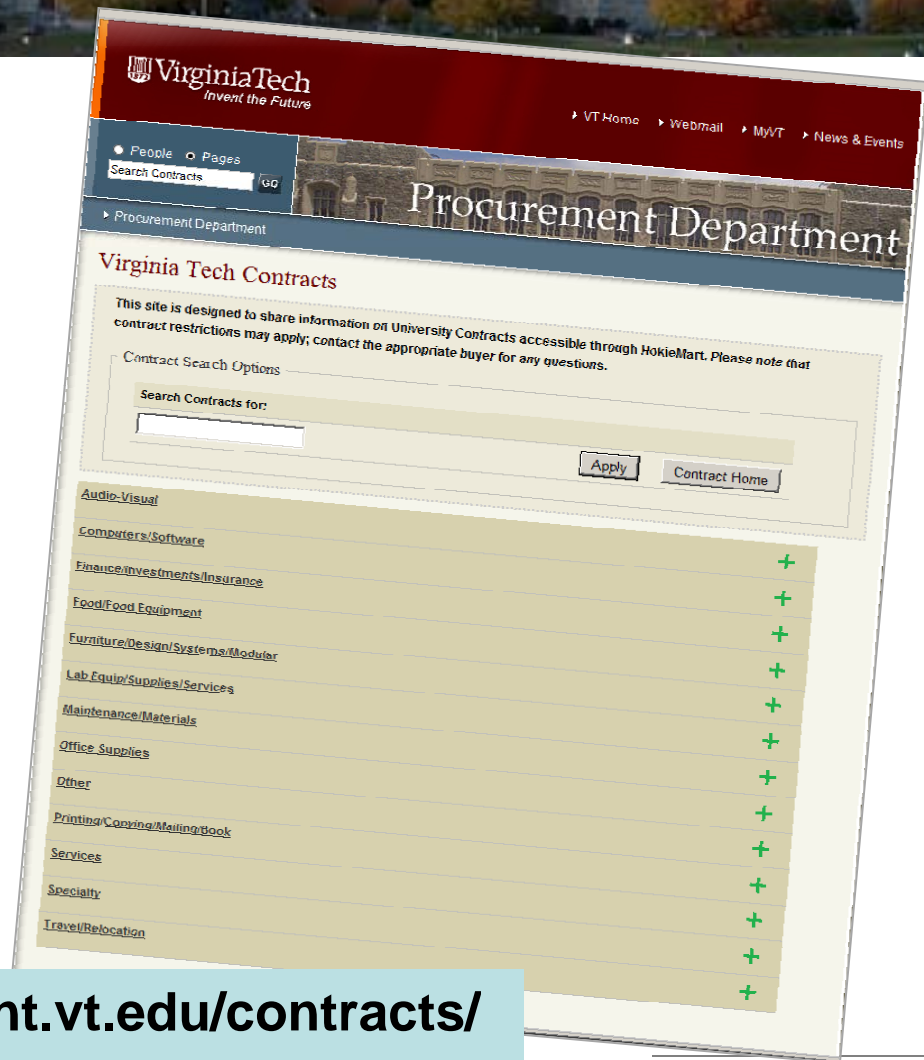
22736 Manufacturing Equipment (EHSS Approval) – Include expenses for mechanical power presses costing \$2,000 or more per unit.

<http://www.procurement.vt.edu/HokieMart/hm.html>



PROCUREMENT CONTRACT WEBSITE – UPDATES AND ACCESSIBILITY

Bonnie Sutphin



<http://www.apps.procurement.vt.edu/contracts/>



QUESTIONS & ANSWERS

Your turn!

All questions and answers will be compiled and put on-line when the Town Hall Meeting is posted.

LOOK for those at: www.procurement.vt.edu
under the Announcement section.

Thank you for joining us today.