

HokieMart Contract Module

Effective March 21, a new upgrade in HokieMart will go into effect. A contract module will eliminate the need for the Contract Payment/Purchases forms. Contract payment/purchases will be processed on a Non-Catalog Item form.

This module will now allow users to:

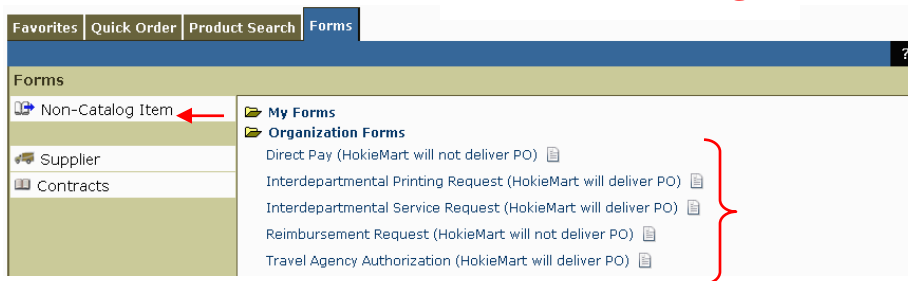
- eliminate the use of the Contract Payment/Purchases form.
- eliminate the decision of which form to use.
- eliminate the need to know whether a contract exists.
- eliminate the need to know a contract number.

The module will provide the user:

- the ability to use contracts available to their department.
- the ability to review information about a contract (dates, description, etc.).
- the ability to search for a contract.

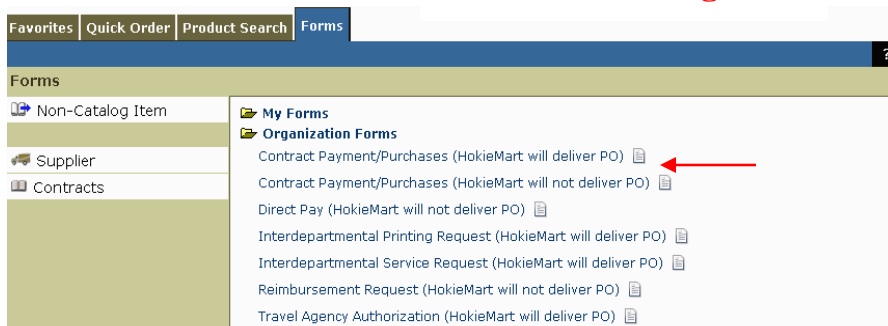
Elimination of the Contract Payment/Purchases Form

New Form Listing



Only the Non-Catalog Item form and the Virginia Tech forms will be available.

Old Form Listing



Contract/Payment Purchases forms will no longer be used.

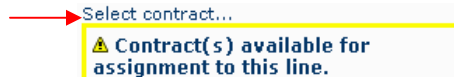
PLEASE REFER TO THE NON-CATALOG ITEM QUICK GUIDE FOR INSTRUCTIONS ON PREPARING THE FORM.

Users Who Have Access to a Contract

The contract number will automatically populate when the contract is a **university-wide** contract (available for all users).

Size / Packaging	Unit Price	Quantity	Ext. Price	
EA	40.00	2 EA	80.00 USD	<input type="checkbox"/>
Contract: 1755401-70-VAPP more info...				
Select contract...				

“Select contract” will appear only when a contract may be **university-wide** but not all good/services are on contract.

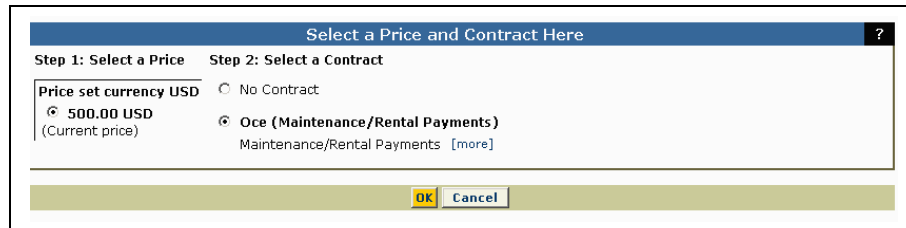
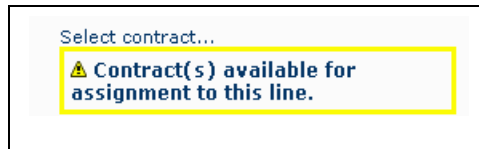


**DO NOT USE “MY FAVORITES”
OR “COPY THE CART”**

Please **do not process** a HokieMart form using “My Favorites” or “Copy the Cart.” You will now need to process a new Non-Catalog Item form for a contract purchase. After the first order using the Non-Catalog form, you can again use “My Favorites” and “Copy the Cart.”

COPIER MAINTENANCE/RENTAL PAYMENTS

Copier Maintenance/Rental Payments – Process as a contract purchase by **SELECTING THE CONTRACT** on the Non-Catalog form when the warning message is displayed (see Quick Guide for Non-Catalog Items).

A screenshot of a software interface window titled "Select a Price and Contract Here". The window is divided into two sections: "Step 1: Select a Price" and "Step 2: Select a Contract". Under "Step 1", there is a radio button selected for "500.00 USD (Current price)". Under "Step 2", there is a radio button selected for "Oce (Maintenance/Rental Payments)". Below the radio buttons, there is a link that says "Maintenance/Rental Payments [more]". At the bottom of the window, there are "OK" and "Cancel" buttons.

NEW COPIER PURCHASE AND FIRST-YEAR MAINTENANCE AGREEMENTS

New Copier Purchases/Initial First Year Maintenance

Agreementns - Process on a Non-Catalog Item form **WITHOUT SELECTING THE CONTRACT**. The Purchasing Department will continue to process a university PO for copier rental. The Purchasing Department will continue to process a PO for the new copier and the initial (first year) maintenance agreement. All subsequent maintenance/rental payments will be processed by **SELECTING THE CONTRACT**.

SOFTWARE AND EQUIPMENT MAINTENANCE AGREEMENTS FOR MULTIPLE YEARS GREATER THAN \$2,000

To make maintenance payments, process the Non-Catalog Item form selecting the original PO number generated for maintenance.

WARNING MESSAGE

A warning message will be displayed to remind the user to select “HokieMart Will Deliver” or “User Will Deliver” (the user is now responsible for sending the PO to the vendor. After selecting the desired delivery method, proceed to complete the PR.

: Verify delivery method in "Send to Supplier?" field

General Contract Information

Contracts are set up with the ordering address. Payment addresses against contracts may not be listed in the supplier search. Please choose the ordering address (usually the bold address) and the Controller's Office will process the payment to the correct payment address.

If you process a PR to a supplier which you previously believed to be a contract supplier but the contract selection process is not available, please contact the HokieMart Helpline (231-2020) or hokiemart@vt.edu. Provide the contract supplier and contract number. The problem will be researched and a response sent to the user advising of the availability of this contract.