



Newly Negotiated Grainger Contract

Virginia Tech is a member of the Virginia Higher Education Procurement Cooperative (VHEPC), a new purchasing consortium of statewide colleges and universities. The VHEPC has recently negotiated a strategic contract with Grainger for Maintenance, Repair & Operations (MRO) supplies, which offers an additional 10% to 15% off most items. This new contract is available for all departments at Virginia Tech to take advantage of. The Grainger punchout catalog in HokieMart has been updated with the new pricing.

This new contract is specifically designed for Virginia Higher Education and is ready for purchases placed through Grainger's punchout catalog in HokieMart. The new enhanced contract provides access to a wide range of products and services designed to support the needs of end users and departments across Virginia Tech, including Facilities, Residence Life and Housing, Athletics, Public Safety, Research and Labs, Recreation Sports, Admin and Finance, Sustainability and more.

The contract will help with the purchase of both your unplanned/spot-buy purchases as well as your planned commodity type purchases. We strongly suggest you take time to shop and price compare items you may not have previously purchased through Grainger to see if this contract offers new opportunities for savings.



In this Issue:	Page
Additional Tips When Entering ETF/SCHEV Orders	3
Clarification for Submitting ETF/SCHEV Requisitions	2
Contract Corner	3
How Do I Add A New Supplier/Vendor In HokieMart	4
Newly Negotiated Grainger Contract	1
Automated Surplus Form will Require an Approver	4
Sole Source Form	4



*****SAVE THE DATE*****

September 7, 2016

The VT Supplier Diversity SWaM
Vendor Fair
The Inn at Virginia Tech

Online Faculty/Staff and Guest Registration is
now open:
<http://procurement.vt.edu/2016SwamFair>

Clarification for Submitting Equipment Trust Fund (ETF) Requisitions to Procurement

The Office of Budget and Financial Planning provided in its memo dated December 11, 2015, thorough instructions for completing requisitions for Equipment Trust Fund (ETF) Phase 29 equipment orders for submission to Procurement for processing. These ETF requisitions are also referred to as SCHEV (State Council of Higher Education for Virginia) requisitions.

To enhance the effectiveness of the ordering process for time-sensitive ETF equipment, clarifications relating to procurement processing are being provided.

Please forward this valuable information to all staff within your area responsible for the processing of HokieMart purchase requisitions for approved Phase 29 ETF related equipment for FY16:

- The Procurement Department processes HokieMart requisitions for approved ETF equipment using the same procurement protocol for competition and acquisition as all other non-ETF equipment.
- Early submission of HokieMart ETF equipment requisitions allows for the time needed to adequately compete, award, order and receive the equipment under the FY 16 ETF deadlines.
- Requisitions for approved ETF equipment should be completed and submitted through HokieMart using the same data entry protocol as any other non-ETF requisition while incorporating the additional information required as outlined in Attachment B on the December 11, 2015 memo from Budget and Financial Planning.
- A single functional system must cost at least \$500.00. Individual components of a single functional system may cost less than \$500.00 but the aggregate cost of the single functional system must be at least \$500.00.
- Individual components of a single functional system should be listed as individual line items on the same requisition and should be submitted consistent with how the vendor requires the system to be ordered. Doing so will also guarantee the requisition will match the vendor's invoice and will help with accurate receiving of the equipment.
- Items aggregated together so the group of items costs over \$500.00 does not represent a single functional system. As an example, an order of (15) \$100.00 keyboards is not considered a single functional system.
- Freight charges and Installation charges can only be paid if they are included on the same invoice as the equipment. It is acceptable for these two items to be their own separate line items on the same purchase requisition.



Please call the HokieMart help line (1-2020) for additional help with completing ETF requisitions to ensure expediency in processing the orders.

Additional Tips When Entering ETF/SCHEV Orders

It is critical when entering multiple SCHEV numbers that they be entered exactly as shown below (with no spaces inserted in the SCHEV number). This information is to be added in EXTERNAL Notes Section of the HokieMart Requisition form. For example:

1. Order for one fixed asset (i.e. one SCHEV number): **ETF=2080640151**
2. Order containing multiple fixed assets in a given range (notice the dash "-" & no spaces):
ETF=2080640151-2080640211
3. Order containing multiple fixed assets not in a consistent range (notice comma between each item number & no spaces): **ETF=2080640151,2080640171,2080640211**

Please call the HokieMart help line (1-2020) if additional help is needed with completing ETF/SCHEV requisitions to ensure expediency in processing the orders.

Contract Corner

The Contract Corner is used to provide new/additional information on Contract Issues.



Improving Home Improvement™

New Lowe's Punchout

Lowe's punchout was announced on February 24, 2016. The punchout offers a 5% to 20% discount and delivery from any local Lowe's store nationwide.

The sales representative is Ricky Vest:
ricky.a.vest@store.lowes.com.



A Thermo Fisher Scientific Brand

New Local Sales Representative:

Aaron Baxter
aaron.baxter@thermofisher.com
+1 540-629-3516

How Do I add New Supplier or Employee into HokieMart?

When a supplier, employee or student is not in the HokieMart System it will be necessary to have them added so an order can be processed.

This is done by choosing New Supplier/Address as your vendor and adding the supplier, employee or student information in the internal notes of your PR. Doing this will cause the PR to route to the Procurement Department's FDG (Financial Database Group) for entry of the vendor, employee or student into the HokieMart system. After FDG completes the entry the PR will continue through the normal workflow to all designated approvers.

IMPORTANT: Never put personally identifying information (PII) such as social security numbers in the PR or Internal Note area. Mask the first 3 digits of any Banner ID numbers.

For complete step-by-step instructions on how to enter a New Supplier visit the HokieMart Training Page <http://www.procurement.vt.edu/HokieMart/training.html> and locate the link **Adding a new Vendor or Supplier** under the **Requestor Quick Guides** section.

The Cart is distributed on an "as needed" basis. We appreciate your input.

Please email hokiemart@vt.edu with the subject line: The Cart Suggestions.

Automated Surplus Form will Require an Approver

The surplus request form has been automated and can be found <http://www.procurement.vt.edu/Surplus/surplus.html>. Effective May 1st, all departments should submit their surplus request forms through the automated process.

In addition, enhancements are being made to the automated form to include an approver be added electronically. This approver workflow will eliminate the need for departments to print out the form and obtain a signature of an approver after submission. The latest enhancement to the automated surplus form should be live within the next 30 days.

Complete information about the automation of the Surplus Property Pick-up Request form can be found in the March 2016 issue of The Cart.

Visit the Surplus Property website:
www.procurement.vt.edu/Surplus/surplus.html

Sole Source Form

If a purchase requisition (PR) is processed for a sole source supplier, the department must complete the "Sole Source Proprietary Procurement Request" form. When processing a purchase requisition which requires a sole source form, a copy of the form should be attached to the requisition as an internal attachment. The Procurement Department will evaluate the sole source justification and process the purchase requisition (PR) if approved.

For more information on the Sole Source Policy, visit the Procurement Department's website, locate Sole Source on the **Guidance on Specific Situations** page. The link to the fillable Sole Source form can be found on the Purchasing Forms webpage: <http://www.procurement.vt.edu/Department/forms.html>

