

# The Cart



## Procurement Department

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

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### PROCUREMENT DEPARTMENT

The Purchasing Department is now known as the **Procurement Department**.



Virginia Tech (0333)  
300 Turner Street NW,  
Ste 2100  
Blacksburg, VA 24061  
Phone: 540-231-6221  
[www.procurement.vt.edu](http://www.procurement.vt.edu)  
Email: [hokiemart@vt.edu](mailto:hokiemart@vt.edu)

### NEW CONTRACT LOCATOR WEBSITE

A new website is available to assist in locating information about contracts that are available for your use. This website can be accessed via the Procurement Department website:

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

#### Topics in this Issue:

- ◆ Procurement Department
- ◆ New Contract Locator Website
- ◆ New Ship To Addresses in HokieMart
- ◆ Non-Travel Reimbursements
- ◆ What's New At Printing Service
- ◆ HokieMart Will Deliver & Prepayment Notification Reminder
- ◆ Guy Brown Custom Stamp Order Form
- ◆ Updated Supported Browsers

#### Contract Corner: Page 4

- ◆ Airgas
- ◆ Bioline USA
- ◆ Enterprise Contract
- ◆ Fisher Scientific
- ◆ Dharmacon

There are approximately 450 contracts within this website. The website directory is divided into general categories, such as computers and software, lab equipment and supplies, services, etc. Within each general category is a pull-down directory of the contracts by title.

Click on the contract title and a summary sheet will appear. Within the summary sheet is a link that, in most cases, will bring up a scanned copy of the full contract and other relevant documents. Any contract listed in the website is available for your use unless it is annotated otherwise.

This informational website is intended to make contracts easier to locate and to investigate. It is a preferred best practice to source using contracts whenever possible. In general, contract pricing is more favorable than non-contract pricing and supplier service is more reliable. We welcome your comments and suggestions.

### IMPORTANT REMINDER REGARDING THE “USER WILL DELIVER” AND “PREPAYMENT” FEATURES

“User will deliver” and “Prepayment” features in HokieMart only apply to purchase orders created by departments within their purchasing authority limits.

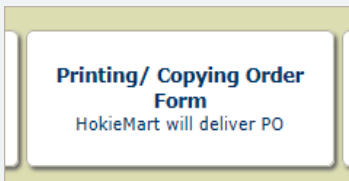
The screenshot shows a web interface for a shopping cart. At the top, it says 'Shopping Cart for Ursula Halferty' and '1 item(s) for a total of 110.00 USD'. There are 'Save' and 'Proceed to Checkout' buttons. Below, there's a table with columns for 'Add Non-Catalog Item', 'Internal Note', and 'Note to all Suppliers'. The 'Internal Note' column has a dropdown menu open, showing 'HokieMart Will Deliver' as the selected option. Other options include 'Select from profile values...' and 'Select from all values...'. The table also shows 'Cart Name' as '2013-07-31\_halfertu\_01', 'Priority' as 'Normal', and 'Leave date' as 'mm/dd/yyyy'.

Payment terms and delivery method of purchase orders created by the Procurement Department and/or ITA are determined by these departments at the time the purchase order (PO) is created.

### WHATS NEW AT PRINTING SERVICES

The Digital Print Centers have been combined with Printing Services at the South Main Street location.

HokieMart home page has been updated to reflect the change. The IPR button is now:



Printing/ Copying Order Form button.

The Printing/ Copying Order Form has a new look!

You are no longer “forced” to attach an IPR form to the Purchase Requisition. Now you can attach your document and/or business card order from.

The new form is now visually based, we hope it makes it easier to place orders with Printing Services.

Note: PO’s to the VT Centralized Mail will still be processed on the ISR form.

If you have questions about the form, please contact Catherine Chambers or another P S staff member at 231-6701 or [printing@vt.edu](mailto:printing@vt.edu).

### BROWSER RECOMMENDATIONS UPDATED FOR HOKIEMART

HokieMart (a SciQuest software application) has updated the recommended and supported browsers effective July 1, 2013.

If you experience technical issues related to HokieMart, have your department IT personnel contact [hokiemart@vt.edu](mailto:hokiemart@vt.edu) for assistance.

#### SELECTSITE RECOMMENDATIONS

Browser recommendations for Spend Director, Requisition Manager, Order Manager, Supplies Manager, Settlement Manager, and Accounts Payable Director

Platform	Recommended Browsers
Windows	Internet Explorer (IE) 7, 8, 9, 10 Chrome – latest version – automatically updated by Google Firefox – latest version – automatically updated by Mozilla Opera 10 and higher
Macintosh	Safari 4.0 and higher Firefox – latest version – automatically updated by Mozilla
iPad	Safari – embedded browser within the iPad

- Internet Explorer 7.0 will no longer be recommended after July 21, 2013. Firefox 3.6 and IE 6 are not recommended.
- Email approvals are designed to work with embedded browsers for Android, Blackberry, and iPhone/iPad mobile devices. Readability of emails vary based on email client and formatting selected.
- iPad is recommended by SciQuest, however not all Supplier punch-out sites will support use of this device.
- Although Safari is recommended by SciQuest, not all Supplier punch-out sites support this browser.

## CUSTOM STAMPS ORDER FORM THROUGH GUY BROWN

In order to avoid delays when ordering custom stamps through Guy Brown, please be sure to attach the CUSTOM STAMP ORDER FORM. The order form is not available through the punch-out catalog. A copy of the form is available on page 1057 of the 2013 Guy Brown Catalog.

If you have any issues Guy Brown Customer Service is available to assist with the process 800-564-8008.

### Sample Form:

<b>OfficeMax Custom Stamp Order Form</b>																									
<small>FOR YOUR CONVENIENCE, PHOTOCOPY THIS ORDER FORM FOR FUTURE USE. Order by Fax or Online</small>																									
<small>Fax: 800.825.7023 or Visit: officemaxsolutions.com Questions before ordering? Please call 800.808.6886</small>																									
<small>Signatures and Logos must be submitted in actual size to fit stamp ordered and must be in black ink on a separate sheet of white unlined paper. For signature orders, please submit three (3) original signature examples. Signatures and Logos must be mailed to OfficeMax, 1590 1st Ave., Ottawa, IL 61360 Attn: Custom Dept. and will require additional time to ship. Custom order is not subject to change or cancellation.</small>																									
<b>SHIP TO:</b> <span style="float: right;"><small>*Required Fields</small></span>																									
<table border="1" style="width: 100%;"> <tr> <td>PIN:</td> <td>Account #, Consignee #</td> </tr> <tr> <td>Company:</td> <td>Email Address:</td> </tr> <tr> <td>Contact Name:</td> <td>PO #:</td> </tr> <tr> <td>Address:</td> <td></td> </tr> <tr> <td>Suite, Room, Floor:</td> <td>Cost Center:</td> </tr> <tr> <td>City, State, Zip:</td> <td>Release:</td> </tr> <tr> <td>Phone: EXT.:</td> <td>Routing:</td> </tr> <tr> <td>Fax:</td> <td>SHIPPER INFORMATION: Orders ship within 5 days. Please allow for</td> </tr> </table>	PIN:	Account #, Consignee #	Company:	Email Address:	Contact Name:	PO #:	Address:		Suite, Room, Floor:	Cost Center:	City, State, Zip:	Release:	Phone: EXT.:	Routing:	Fax:	SHIPPER INFORMATION: Orders ship within 5 days. Please allow for	<table border="1" style="width: 100%;"> <tr> <td colspan="2">*Quote Only</td> </tr> <tr> <td>*Item No.</td> <td>Total Price</td> </tr> </table>	*Quote Only		*Item No.	Total Price				
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Fax:	SHIPPER INFORMATION: Orders ship within 5 days. Please allow for																								
*Quote Only																									
*Item No.	Total Price																								
<small>PLEASE USE ONE UNLINED FORM PER ITEM.</small>																									
<small>*Quantity Item Price 2013 Order Form for pages 1050-1056. Rush orders will not expedite</small>																									
<small>Day 1: No quantity is entered, we will produce one.</small>																									
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## NEW SHIP TO ADDRESSES

The new ship to campus addresses became available in HokieMart on June 10, 2013. Most of these addresses now contain a street address in addition to the building name. The current default profile address will be updated with the “new” address so no action will be required by requestors to implement the new addresses in HokieMart. We have worked with our major suppliers to make sure that the addition of a street address will not create delivery issues.

If you should incur any delivery issues that could be the result of the addition of the street address, please contact the HokieMart helpline at 231-2020 or hokiemarket@vt.edu (please keep example of improper shipping label).

In addition, Bank of America (p-card) statement addresses have also been updated to reflect the new campus street address where applicable. If you have questions about this update, please contact Debra Reed at 231-8548 or dbales@vt.edu.

## NON-TRAVEL REIMBURSEMENTS

Effective immediately, non-travel reimbursements to individuals who are not university employees or students should be processed as a non-catalog transaction in HokieMart. All travel reimbursements should continue to be submitted on the travel reimbursement form.

**Reimbursements to university employees or students continue to be processed on the Reimbursement Request Form.**

## Contract Corner

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

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### AIRGAS

Effective July 1, 2013 Airgas implement a 3% price increase.

### BIOLINE USA

**Bioline USA**, is now a contract vendor. Any order made thru HokieMart is now 15% off list price with FREE SHIPPING.

Contact Dan Golin at [dgolin@bioline.com](mailto:dgolin@bioline.com) or 919-812-0190 for samples, quotes, bulk discounts, new lab start up orders, molecular biology supplies, PCR and qPCR enzymes, DNA/RNA isolation kits, DNA ladders, dNTPs, cloning products, etc.

The Bioline contract may be accessed by doing a contract search (upper right corner of the HokieMart home/landing page).

### ENTERPRISE CAR RENTAL

Virginia Tech has renewed the contract with Enterprise Car Rental effective August 1, 2013. This contract gives the traveler access to both Enterprise and National car rental. For instructions on using this contract, please refer to the link.

<http://www.procurement.vt.edu/Department/Procedures/carrental.html>

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The Cart is distributed on an "as needed" basis and we appreciate your input. Please send an email to [hokiemark@vt.edu](mailto:hokiemark@vt.edu) with the subject line: The Cart Suggestions.

### FISHER SCIENTIFIC

Benefit from Fisher Scientifics' Giant Summer Savings Event, extended through September 30, 2013. Deep discounts on over 300 everyday lab essentials!

**Dharmacon** products are now all available through Fisher Scientific. Products may be selected in the HokieMart Fisher Scientific punch-out by clicking on the "RNAi Reagents, aPCR Assays, Oligo



Synthese is icon on the left hand side of the punch-out landing page.

If you have questions about ordering and pricing, contact Ed Gust at [ed.gust@thermofisher.com](mailto:ed.gust@thermofisher.com) or cell: 540-519-4831.