



### Virginia Tech Launches New Inbound Freight Savings Program

VT Procurement is implementing a new inbound freight savings program. The new program is being launched campus wide on or around September 1, 2016 and departments will not have to do anything different to realize the savings. Shipping costs under the new program is projected to be up to 35% cheaper than the shipping and handling charges traditionally charged directly by university vendors. The reduction in the cost of bringing goods to campus will be realized directly by each department with lower overall expenses of purchasing the same product and receiving it in the same time.

There will be no change on how we order or interact with our suppliers. All orders will still be placed through HokieMart. Additional instructions to our suppliers will be automatically added to purchase orders and shipments will take the same amount of time to arrive on campus as they have in the past.

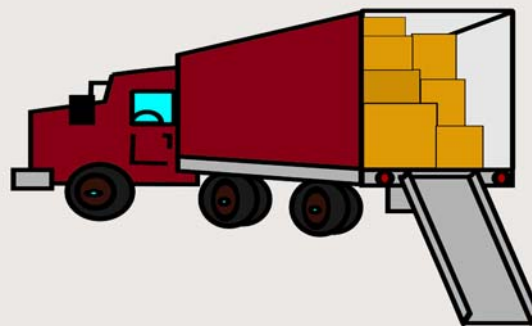
The shipping savings program will be provided by our contracted agent Vantage Point Logistics (VPL). VPL will serve as a third party intermediary between the University, Federal Express (FedEx), and our suppliers. Instead of suppliers charging the university their own shipping rates, suppliers will use the University's inbound freight FedEx account number for shipments. FedEx will invoice VPL directly for shipping charges, and VPL will invoice the University electronically for FedEx shipping charges (at FedEx's most favorable contract rates). Orders that have free shipping will not be included in this program.

Under this new freight savings program, a separate invoice referencing the original PO number will be sent electronically to the University by VPL.

In this Issue:	Page
<b>Contract Corner</b>	3
<b>Inbound Freight Savings Program</b>	1
<b>Kroger Billing Credit Applications</b>	3
<b>Printing, Copying, and CMP</b>	2
<b>Reminder Regarding The "User Will Deliver" and "Prepayment" Feature</b>	4
<b>SWaM Vendor Fair</b>	2
<b>Tips &amp; Tricks</b>	3

The shipping charge will be paid directly to VPL and the payment will show as a separate line on budget reconciliation reports under account code 12191, Inbound Freight Services – Contracted.

Additional FAQ's about this program are posted and will be updated on the procurement website (<http://www.procurement.vt.edu/VPL/VPL.html>). You may also call VPL customer service at 1-855-826-8200 or email the HokieMart helpline at: [HokieMart@vt.edu](mailto:HokieMart@vt.edu).



## Virginia Tech Printing Services: Printing, Copying, and Copier Management Program

Printing Services provides centralized printing-related functions to the university community, including all departments, faculty, staff-affiliated organizations, students, and student-affiliated organizations. These services include digital printing, offset printing, full-service binding, full-color copying and printing, bulk mailing for Permit 28, and the Copier Management Program (CMP). Printing Services produces Virginia Tech business cards, which are one of the most common requests.

University policy requires that all printing and copying work procured with university or state funding is to be directed to Printing Services at Virginia Tech. Printing Services is a cost-recovery auxiliary, focusing on reliability and quality, while also offering competitive pricing.

Printing Services may direct the work to a local commercial printer (under \$2,000 in value) or coordinate with Procurement to have the job competitively bid. If the customer department is not in Blacksburg, and the work is valued under \$2,000, Printing Services may grant a release for the department to arrange for local printing.

Because university policy grants Printing Services the first right for printing work, departments should not contact commercial printers for quotes or estimates until after a release has been obtained.

The Copier Management Program is Virginia Tech's preferred multifunctional copier device lease program and is available to all departments and student groups located on the Blacksburg campus.

The CMP program offers a variety of high quality, new devices and on-site, local support via certified technicians. Included in the cost of the program are toner, staples, maintenance and service, and devices are monitored remotely for monthly impression reads, supplies and potential issues for your convenience.

The CMP program lease timeframe is for 36 months. The price is comprised of a monthly device rate and impression rates with no minimum impression charges.

For more information, contact Printing Services at 231-6701 or CMP at 231-1622.



## SWaM Vendor Fair

What: The VT Supplier Diversity SWaM Vendor Fair

When: Wednesday, September 7, 2016 from Noon - 4:00 pm

Where: The Inn at Virginia Tech & Skelton Conference Center, 901 Prices Fork Rd, Blacksburg, VA 24061

Why: The Supplier Diversity SWaM Vendor Fair will showcase Small, Woman-owned and Minority-owned businesses with Virginia Tech and/or VASCUPP contracts, in addition to vendors interested in doing business with you.

There will be an expanded showcase of 60+ vendors to visit with. Door prizes and refreshments will be offered. All are welcome; bring a friend or co-worker.

Let us know your coming! Register at:

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

## Kroger Billing Credit Applications and Updates to Current Accounts:

The University maintains a master billing account for use by departments at local Kroger locations in Blacksburg. To use this account, departments must individually complete a Charge Account Application. For existing accounts, Kroger may also request departments complete a "Charge Account Update Form". Both of these forms can be obtained at the Kroger store. For either form, departments should fill out the first page only with your department information. Do not sign the form. After completing the first page, send the form to Brandon Webb in the Accounts Payable Office (Controller's Office 0312, North End Center, Suite 3300, 300 Turner Street, Blacksburg, Virginia 24061). The Controller's Office will attach the approved Terms and Conditions for the university, sign in the appropriate areas and return the form to Kroger. Departments will then be contacted by Kroger with information that the account has been activated or updated.

If you have questions, please contact the Controller's Office (1-8589) or Procurement (1-6221).

**Contract Corner**

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

**dot scientific inc**

Effective August 4th, 2016 Procurement is pleased to announce a DOT Scientific punchout has been added to HokieMart This replaces the hosted catalog.

If you have questions concerning this new punchout, please contact the HokieMart helpline at 540-231-2020



## Vendors who do not accept HokieMart orders

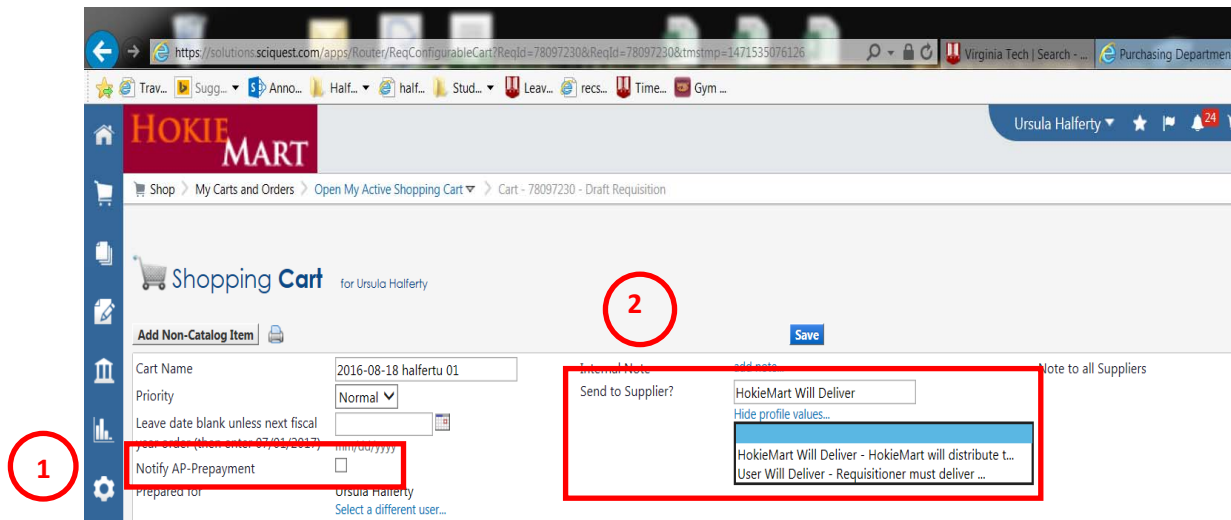
On the Procurement website we have provided a list of vendors who do not accept HokieMart Orders. Often these vendors are online or ".com" vendors. If you find a supplier that will not accept your HokieMart purchase order, please let us know by emailing the HokieMart Help Desk at [HokieMart@vt.edu](mailto:HokieMart@vt.edu).

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



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

The “**User will deliver**” and “**Prepayment**” features in HokieMart only apply to purchase orders created by departments for orders within their purchasing authority limit. The normal purchasing authority limit is two thousand dollars (\$2,000.00).



1. *Notify Accounts Payable Prepayment*

2. *Send to Supplier?*

- *HokieMart Will Deliver—HokieMart will distribute to vendor.*
- *User will Deliver—Requisitioner must deliver.*

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

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The Cart is distributed on an “as needed” basis. We appreciate your input and all suggestions. If you have any comments or suggestions about future topics, email [hokiemart@vt.edu](mailto:hokiemart@vt.edu) with the subject line: The Cart Suggestions.