

THE CART

What's happening in Procurement at Virginia Tech

January 2024

New HokieMart Feature: Bulk Upload

We're excited to announce a valuable addition to HokieMart - the Bulk Upload feature! This functionality empowers Requestors by enabling them to upload a spreadsheet containing multiple unique line items directly into a draft non-catalog requisition, eliminating the need to manually input each item.

Departments can collaborate directly with vendors to utilize this functionality. The Requestor will provide an Excel spreadsheet template generated by HokieMart, allowing vendors to input line-item information on to the template. Once completed, departments can seamlessly upload this information onto their requisition.

To access this feature, users are required to complete the [Bulk Upload on-demand training](#) available on PageUp. Upon successful completion of the training, users can request the addition of this permission to their HokieMart user profile using a form found within the training course.

This feature is intended on for HokieMart Requestors who enter orders with 50 or more unique line items.

For any inquiries regarding this innovative feature, feel free to reach out to us at hokiemart@vt.edu.

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Procurement Update for ULINE and VPL

Starting February 15th, 2024, ULINE will no longer be eligible to utilize Virginia Tech's inbound freight management program with Vantage Point Logistics (VPL). Moving forward, departments who wish to continue purchasing from ULINE should be prepared to receive a shipping/handling/ freight charge as a "pre-paid and added" line item when they are invoiced for their order. Please do not account for these shipping costs based off of the estimate ULINE provides to you at check out; those shipping costs are estimates only and are subject to change. If you have any questions about this change, or would like further information, please feel free to contact Virginia Tech Procurement at procurement@vt.edu.

SWAM Vendor Spotlight: TK Promotions Inc



As one of our SWaM contract suppliers at Virginia Tech, TK Promotions stands out for offering a broad spectrum of promotional items. Since its establishment in 2008, TK Promotions has been dedicated to fostering strong relationships and providing a diverse range of quality products. From thoughtfully curated employee engagement items to premium gifts and custom apparel, they ensure a comprehensive selection to meet various needs. With an impressive 75 years of combined industry experience, TK Promotions consistently ranks in the top 5% among competitors, attesting to their leadership in the field. Embodying a collaborative approach, their team is committed to fulfilling the mission of "Partnering to Build Brands and Create Heroes." We are delighted to have them as a key partner in fulfilling your procurement requirements. Explore their offerings on their [website](#) to take the first step in utilizing TK Promotions for your promotional needs.

804-740-8800
info@tkpromotionsinc.com



CONTRACTS CORNER

Interpretation and Translation Services and Related Solutions

Virginia Tech now has access to twelve vendors under contract through a group purchasing organization called Omnia Partners that offer Interpretation and Translation Services, including ASL (American Sign Language). The Procurement Department currently has ITC and United Language Group listed on our contract portal page for you to easily reference. With these services being offered, this will enhance communication, inclusivity and overall campus experience. Each of the providers can provide qualified translators and linguists for most of your needs and requirements. If you have any questions, please contact Angela Caldwell at acaldwell@vt.edu.



Have Suggestions?

Tell us how we are doing by using the link below:

[Give us your feedback](#)



Save the Date:

Small, Women-owned and/or Minority-owned (SWaM) Vendor Fair

Tuesday March 26th, 2024

The Inn at Virginia Tech

Noon-3:30pm

About the Fair:

- Free admission
- See vendors interested in doing business with you!
- Including SWaM vendors is a part of your purchasing plan- this is a great way to find SWaM vendors!
- Door prizes, refreshments and Vendor Scavenger Hunt



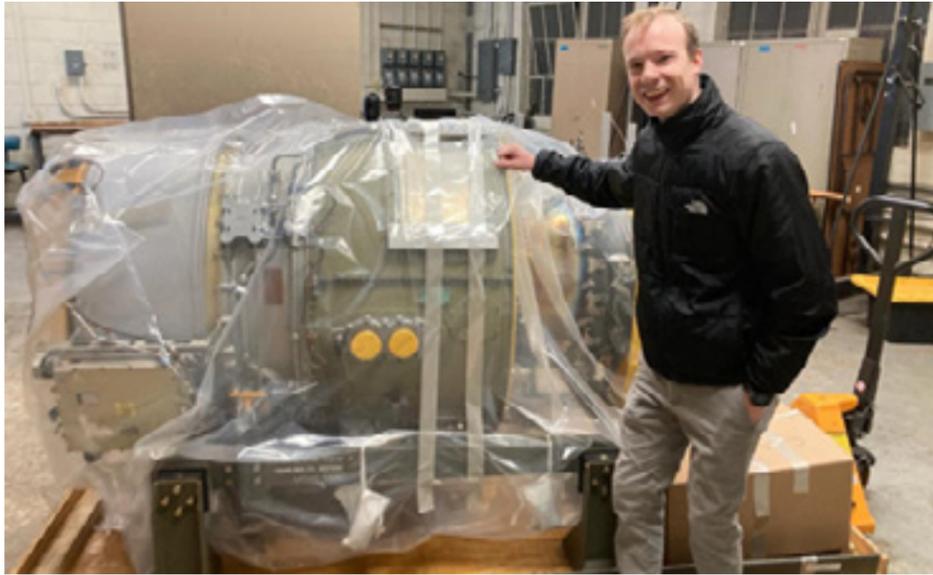
Contact us:
 Procurement Department
 Supplier Opportunity Program (MC 0333)
 300 Turner Street, NW Suite 2100
 Blacksburg VA, 24061
 540-231-6221



DID YOU KNOW?

Purchasing Jet Engine PW308A

Did you know, that Procurement recently helped purchase a jet engine for the Kevin T. Crofton Department of Aerospace and Ocean Engineering? Procurement worked with Professor Todd Lowe to help purchase a Pratt & Whitney PW308A engine with less than 1300 flight hours logged from Pratt & Whitney Engine Services in West Virginia. The engine was no-longer in use and will be utilized for research purposes at the Advanced Propulsion and Power Laboratory in Blacksburg, VA. This was a large purchase that required coordination among multiple parties but ultimately the engine was delivered without issue. Professor Lowe was also kind enough to allow our buyer Levi Henry to come out and see the engine in-person!



5 | PROCUREMENT DEPARTMENT

Hands On Training for HokieMart Requestors Now Being Offered:



- Jan 31st 2024 (In person)
- Feb 28th 2024 (Zoom)
- Mar 27th 2024 (In person)
- Apr 24th 2024 (Zoom)
- May 29th 2024 (In person)
- Jul 31st 2024 (Zoom)
- Aug 28th 2024 (In person)
- Sept 25th 2024 (Zoom)
- Oct 30th 2024 (In person)
- Nov 20th 2024 (Zoom)

Registration Required through [PageUp](#)

UPCOMING EVENTS

ABC's of Procurement Part 1 Sign Up on [PageUp](#)

ABC's of Procurement Part 2 Sign Up on [PageUp](#)

PROCUREMENT SPOTLIGHT

We are excited to reintroduce the former IT PALS (Information Technology Procurement and Acquisition Leadership System) group as a unit of Central Procurement at Virginia Tech. As we embark on this journey, our primary focus is to enhance the efficiency and transparency of software procurement processes across the University while maintaining a strong commitment to software and data security.

The software review process and data steward reviews remain a required and critical aspect of acquiring any new software not approved through the low-risk low-cost review process. Our office is committed to communicating clearly with departments about the status of their request and are available to discuss the software review process with departments considering adding a new software solution. Currently, our dedicated team is diligently evaluating existing processes to identify areas for improvement and optimization. Our goal is to streamline the procurement journey, making it more accessible and transparent for all stakeholders involved. We understand the importance of software in advancing the University's mission, and our aim is to facilitate the software review process and improve the customer service experience for all departments and units.

Key Highlights of IT Procurement:

1. **Process Evaluation:** We are conducting a comprehensive review of our current processes to identify opportunities for enhancement.
2. **Transparency:** One of our primary objectives is to bring transparency to the [Low Risk/ Low Cost Software and Technology Purchase](#) process. We are committed to providing clear and accessible information to all stakeholders, ensuring a well-informed and collaborative procurement environment.
3. **Collaborative Approach:** We believe in a collaborative approach to procurement. IT Procurement's role in the software review process is to coordinate and work closely with the IT Security Office, University Legal Counsel, Bursar's Office, Accessibility Office, University Registrar, and other critical stakeholders to ensure a piece of new software is reviewed by all required data stewards and meets University and state guidelines. We will communicate throughout this process to foster a unified effort towards achieving the University's software needs.

As of 1/3/2024, all software requests and approval processes have moved to HokieMart. Please use account codes 12755 or 12756 when requesting to purchase cloud-hosted software subscriptions, software as a service, infrastructure as a service, platform as a service, or other cloud-hosted applications. All cloud-hosted software that does not meet the requirements for a [Low-Risk, Low-Cost software](#) must complete the software review process prior to purchase per University guidelines. Please use account code 15330 for all software subscription purchases that are hosted on university machines. This includes software locally downloaded onto Virginia Tech computers or stored on Virginia Tech servers.

We appreciate your patience and support as we strive to elevate the software procurement experience at Virginia Tech. For any questions about the software review process or software approved for use by the University, please contact procurement@vt.edu.