HokieMart

HokieMart is the electronic marketplace used within the university to efficiently process all purchasing transactions. HokieMart can accept all transactions directed to commercial suppliers. Additionally, purchases with most internal university service centers for goods and services are also processed through HokieMart. Service enter examples include printing, motor pool, software sales, etc.

The Procurement process begins with the entry of a requisition into HokieMart at the department level. HokieMart workflow carries the requisition to designated individuals for departmental approval. Following approval, the workflow will encumber funds and will carry the requisition through one of several channels that are appropriate to the dollar value and type of transaction being enacted.

At the conclusion of the process, the requisition will be converted into a purchase order that will be electronically transmitted to the supplier, and the information related to the purchase will transmitted from HokieMart into Banner financial records.

How HokieMart Works

HokieMart software application is a web hosted, online e-procurement marketplace. Simply referred to as HokieMart, it is also the Virginia Tech brand for software licensed from SciQuest, Inc., that electronically controls document processing. This software is integrated into the university's Banner Financial system. HokieMart provides a structure for the processing of all procurement requirements.

Banner Workflow interfaces with HokieMart. It has been structured to electronically route and deliver information to Banner. The process starts with the creation of a HokieMart requisition by a Requestor.

Banner checks for sufficient funds. Sufficient funds checking occurs once the requisition (PR) is completed. If the fund number/account used on the requisition has sufficient funds, the requisition is routed to a HokieMart Approver. The Approver can modify the requisition or approve it. Once approved, if the requisition is valued less than two-thousand dollars ($2,000), the system converts it to a purchase order (PO) and electronically delivers it to the supplier. If the requisition is valued over two-thousand dollars ($2,000), or requires additional approvals, it is electronically routed to the next step.

One benefit of the electronic ordering process offered in HokieMart is that you can see where your requisition is in the ordering process.

When all necessary approvals/actions are completed, the requisition is converted into a purchase order (PO) and delivered to the vendor/supplier for action. All of the data on the purchase order and a funds encumbrance is transmitted to Banner records. Virginia Tech also delivers an informational copy of the purchase order to the state's eVA system via a data interface.

All suppliers can be located in HokieMart via the vendor search capability. Selected contract suppliers have Punch-out Electronic Catalogs posted in the HokieMart Showcase. The HokieMart Showcase is the landing page when logging on that allows for on-line selection of items and completion of a "shopping cart." All prices displayed in the Punch-out catalogs are contract prices, and most suppliers include shipping.