

HokieMart New Features

As a part of the HokieMart 25.2 system upgrade, there are several new features that users should know about. These are live in the system effective July 14th 2025.

Approval Button Changes

The approval button previously displayed as “**Assign to Myself**” has been relabeled to “**Assign & Further Actions.**” While the available actions remain the same, the updated label more clearly reflects that approvers must assign the requisition to themselves before taking further approval steps.

The screenshot displays the HokieMart requisition page for requisition 4321283. The page is divided into several sections: General, Shipping, Billing, and Summary. The General section shows the status as 'Pending' with 'Org Approval 1'. The Shipping section shows the ship to address and delivery options. The Billing section shows the bill to address. The Summary section on the right shows a total of 193.82 USD and a 'Submitted' status. A red box highlights the 'Assign & Further Actions' button in the top right corner.

General	Shipping	Billing
Status Pending Org Approval 1	Ship To Contact Name Erin Griffin Phone +1 540-231-9028 Email erinc93@vt.edu Procurement North End Center Ste 2100 300 Turner St NW Blacksburg, VA 24061 United States	Bill To Accounts Payable Email to vtinvoices@vt.edu Or Mail To: North End Center Suite 3300 300 Turner Street NW Mail Code 0312 Blacksburg, VA 24061 United States
Submitted 7/3/2025 8:40 AM	Delivery Options Ship Via Best Carrier-Special, See Comments ⚠ Ship Via for this supplier is unsupported and will not be sent.	
Cart Name Supplies for Hokie Lab	Send to HokieMart Will Deliver	
Priority Normal		
Leave date no value blank unless next fiscal year order (then enter 07/01/2009)		
Prepared by Erin Griffin		
Prepared Erin Griffin		

Summary Pending →

Total (193.82 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 193.82
193.82

What's next?

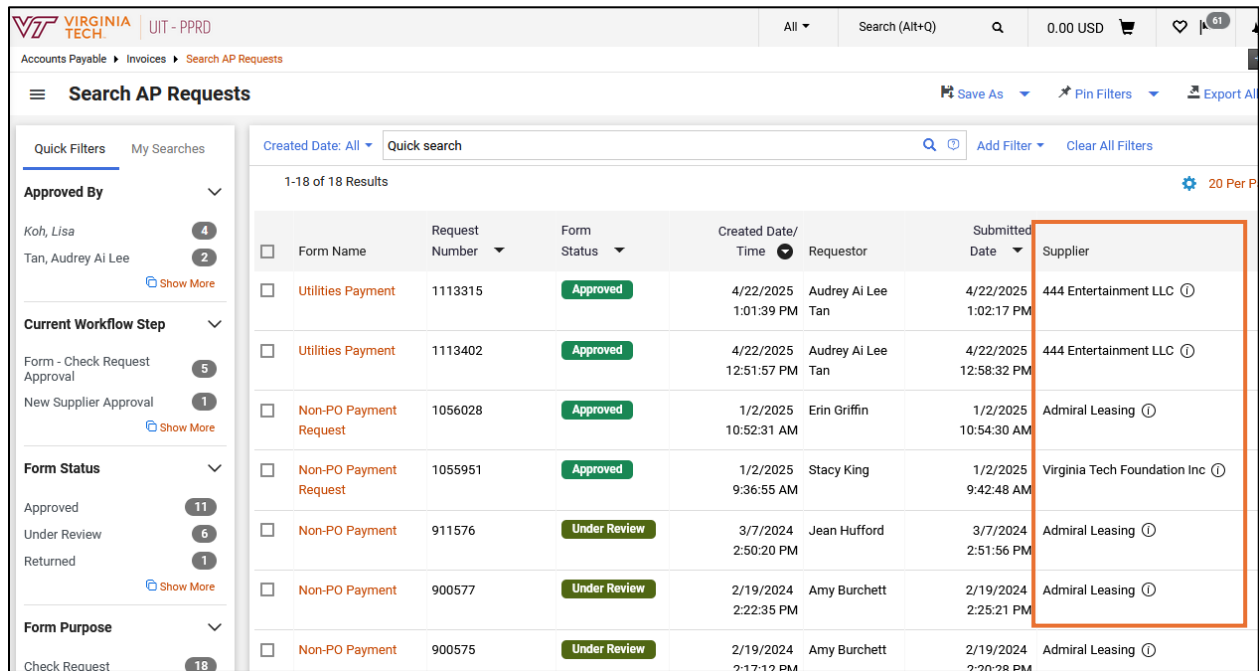
Workflow ...

☐ Show skipped steps

Submitted
7/3/2025 8:40 AM
Submitted - 7/3/2025 8:40 AM

Supplier Search Filter for Payment Request Forms

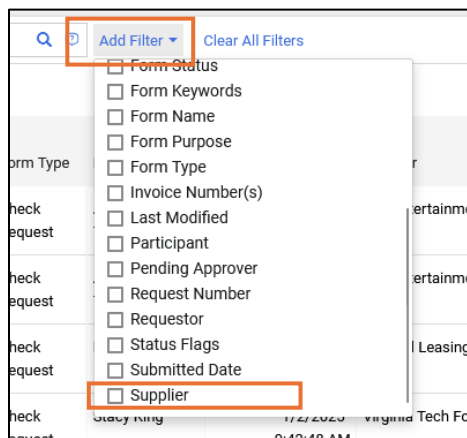
Users can now search and filter their payment request forms by supplier.



The screenshot shows the 'Search AP Requests' interface. On the left, there are filters for 'Approved By', 'Current Workflow Step', 'Form Status', and 'Form Purpose'. The main table displays 18 results. The 'Supplier' column is highlighted with an orange box. The table columns are: Form Name, Request Number, Form Status, Created Date/Time, Requestor, Submitted Date, and Supplier.

Form Name	Request Number	Form Status	Created Date/Time	Requestor	Submitted Date	Supplier
Utilities Payment	1113315	Approved	4/22/2025 1:01:39 PM	Audrey Ai Lee Tan	4/22/2025 1:02:17 PM	444 Entertainment LLC ⓘ
Utilities Payment	1113402	Approved	4/22/2025 12:51:57 PM	Audrey Ai Lee Tan	4/22/2025 12:58:32 PM	444 Entertainment LLC ⓘ
Non-PO Payment Request	1056028	Approved	1/2/2025 10:52:31 AM	Erin Griffin	1/2/2025 10:54:30 AM	Admiral Leasing ⓘ
Non-PO Payment Request	1055951	Approved	1/2/2025 9:36:55 AM	Stacy King	1/2/2025 9:42:48 AM	Virginia Tech Foundation Inc ⓘ
Non-PO Payment	911576	Under Review	3/7/2024 2:50:20 PM	Jean Hufford	3/7/2024 2:51:56 PM	Admiral Leasing ⓘ
Non-PO Payment	900577	Under Review	2/19/2024 2:22:35 PM	Amy Burchett	2/19/2024 2:25:21 PM	Admiral Leasing ⓘ
Non-PO Payment	900575	Under Review	2/19/2024 2:17:12 PM	Amy Burchett	2/19/2024 2:20:28 PM	Admiral Leasing ⓘ

Select **Add Filter** to add the Supplier filter and search for a specific supplier.



For instructions on adding Supplier as a column in your search results, please see our [user guide on pinning columns](#).

HokieMart Contracts Search

You'll notice a refreshed appearance when searching for contracts using HokieMart. However, all the familiar features remain available. To locate your contract, use the quick search bar and apply filters using the dropdown menu next to the search field.

The screenshot shows the HokieMart Contracts Search interface. The top navigation bar includes the Virginia Tech logo, user profile, and search bar. The left sidebar contains navigation icons and filter categories. The main content area displays a list of contracts with columns for Contract Number, Contract Name, Second Party, Status, Contract Type, Version, Start Date, End Date, and Modified. The filters on the left include Status (Expired, Executed: In Effect, Superseded, Draft, Executed: Future) and Contract Type (VTS, Capital, VTP, GPO, VIT).

Contract Number	Contract Name	Second Party	Status	Contract Type	Version	Start Date	End Date	Modified
VTL-0301-2024	Webpace Software License Agreement	Computer Intelligence Association	Executed: Future	VTL	Renewal 1, Amendment 0	7/24/2025 12:00:00 AM	7/23/2028 11:59:59 PM	7/10/2025 2:04:00 AM
VTL-0301-2024	Webpace Software License Agreement	Computer Intelligence Association	Executed: In Effect	VTL	Renewal 0, Amendment 0	2/19/2024 12:00:00 AM	7/23/2025 11:59:59 PM	7/10/2025 2:04:00 AM
NSCAP-0340-2025	Student Life Village - Phase 1	Dreamy Daze Crafts	Executed: Future	Capital	Renewal 2, Amendment 0	9/30/2025 12:00:00 AM	12/29/2025 11:59:59 PM	7/10/2025 2:00:00 AM

The screenshot shows the HokieMart Contracts Search interface with a search filter dropdown menu open. The search bar contains the text "DunMar". The dropdown menu lists various filters including General Information, Contract Manager, Contract Name, Contract Number, Contract Stakeholder, Contract Type, Department, and Jurisdiction. The main content area displays a list of contracts with columns for Contract Number, Contract Name, Second Party, Status, Contract Type, Version, Start Date, End Date, and Modified.

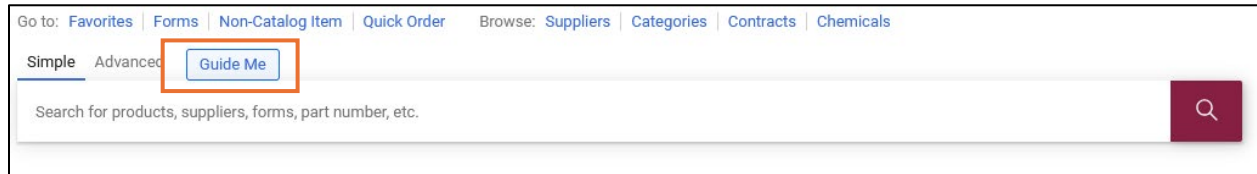
Contract Number	Contract Name	Second Party	Status	Contract Type	Version	Start Date	End Date	Modified
VLA-0300-2024	AMP Enrollment Management Software System	DunMar Moving Systems	Executed: In Effect	VLA	Renewal 0, Amendment 0	10/20/2023 12:00:00 AM	6/30/2025 11:59:59 PM	7/1/2025 12:03:07 AM
VTS-0303-2024	Moving and Hauling Services in Arlington	DunMar Moving Systems	Executed: In Effect	VTS	Renewal 1, Amendment 0	1/1/2025 12:00:00 AM	12/31/2026 11:59:59 PM	1/1/2025 12:00:40 AM
VTS-0303-2024	Moving and Hauling Services in Arlington	DunMar Moving Systems	Superseded	VTS	Renewal 0, Amendment 0	1/1/2024 12:00:00 AM	12/31/2024 11:59:59 PM	1/1/2025 12:00:40 AM

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Guide Me – *Coming August 2025*

A new guided help feature will be available on the search bar. If users are new to purchasing or aren't sure how to get started with their purchase, click on the Guide Me button to get started! This widget will ask the user a series of questions on the selected topic to provide specific help on next steps to making their purchase.



The image shows a search bar interface. At the top, there are navigation links: "Go to: Favorites | Forms | Non-Catalog Item | Quick Order" and "Browse: Suppliers | Categories | Contracts | Chemicals". Below these, there are three tabs: "Simple", "Advanced", and "Guide Me". The "Guide Me" tab is highlighted with an orange border. Below the tabs is a search input field with the placeholder text "Search for products, suppliers, forms, part number, etc." and a magnifying glass icon on the right.