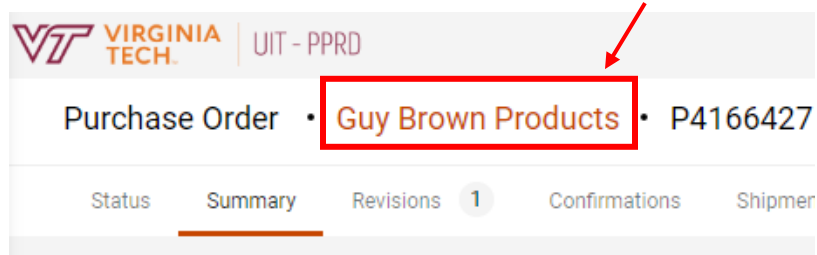


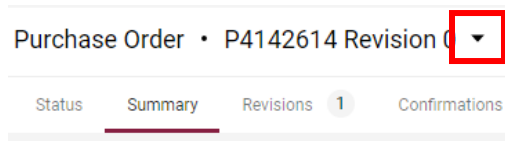
HokieMart upgrade 22.3 – effective November 7th 2022

1. The supplier name will be displayed on the heading of PO's and invoices so that it can be viewed from anywhere on those documents.

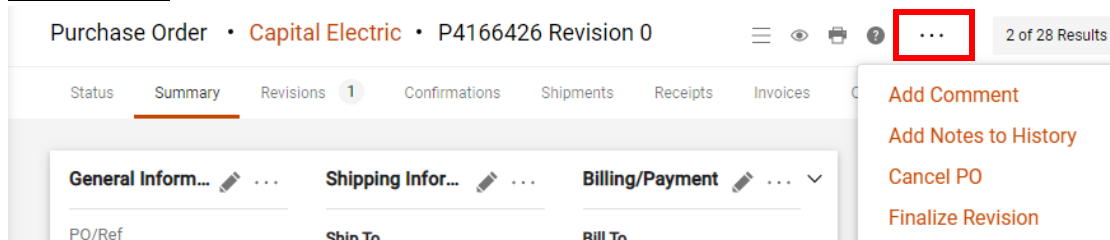


2. Document Level actions, will be moved from the drop down next to the requisition or PO number and are now on the right-hand side of the document.
Please note this is the menu containing **Copy to new Cart for requisitions and the **Print Fax Version** for PO's.*

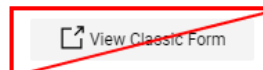
Previous Location



New Location

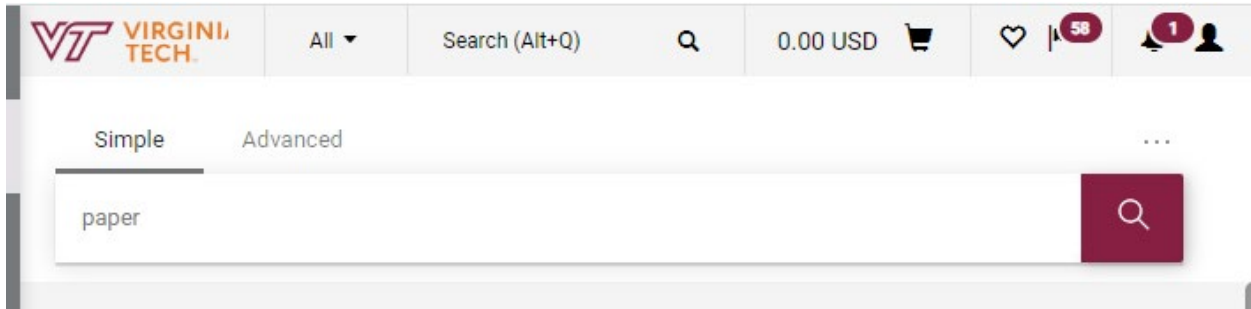


3. The toggle button back to the classic view of forms (Direct Pay, ISR, Travel Agency Authorization) will be removed.



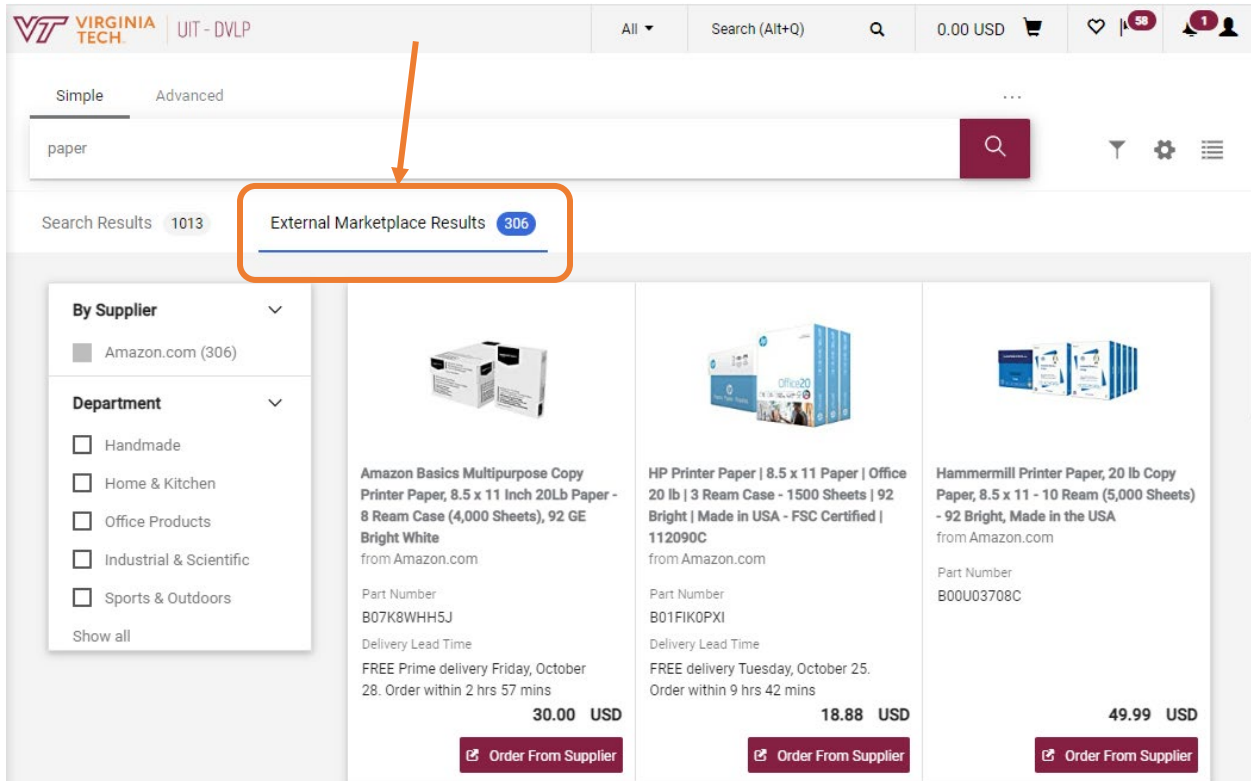
- The Amazon Integrated Search is a tool that allows you to search real time for products in Amazon, without ever opening the Amazon punchout. This feature was rolled out in late September and has some additional features added in the latest HokieMart upgrade.

Step 1: Type a description of the item in the simple search bar at the top of the HokieMart home page.



Step 2: Please note that results immediately displayed are from hosted catalogs. Users should click over to the “**External Marketplace Results**” tab* to view the search results from Amazon.

**It may take a moment to load before you can click over to this tab.*



Step 3: The following information will display for each item. To quickly order an item, select the “Order From Supplier” button to jump right to that product in the Amazon punchout.

The image shows a screenshot of an Amazon product listing for printer paper. The product is titled "Amazon Basics Multipurpose Copy Printer Paper, 8.5 x 11 Inch 20Lb Paper - 8 Ream Case (4,000 Sheets), 92 GE Bright White from Amazon.com". The part number is B07K8WHH5J. The delivery lead time is "FREE Prime delivery Friday, October 28. Order within 2 hrs 57 mins". The price is 30.00 USD. There is a button labeled "Order From Supplier" with a small icon of a document and a checkmark. The callout boxes point to the following elements:

- Picture of item
- Product description
- Part number
- Delivery Lead time
- Price
- Quick link in to Amazon Punchout

Additional Product Information

If you are not seeing **Delivery Lead Time** listed for each item, and you would like to view that information, you can add that with the instructions below.

- Click on the Gear icon on your search results page.
- Then check the "Delivery Lead Time" box and click Apply.

The screenshot shows the Amazon search results interface for the query 'paper'. At the top, there are tabs for 'Simple' and 'Advanced' search. Below the search bar, there are filters for 'Search Results' (1013) and 'External Marketplace Results' (306). The main content area displays three product listings:

- Amazon Basics Multipurpose Copy Printer Paper, 8.5 x 11 Inch 20Lb Paper - 8 Ream Case (4,000 Sheets), 92 GE Bright White** from Amazon.com. Part Number: B07K8WHH5J. Delivery Lead Time: FREE delivery Tomorrow, November 1. Order within 3 hrs 53 mins. Price: 30.00 USD. Button: Order From Supplier.
- Hammermill Printer Paper, 20 Lb Copy Paper, 8.5 x 11 - 8 Ream (4,000 Sheets) - 92 Bright, Made in the USA** from Amazon.com. Part Number: B072FVQNWM. Delivery Lead Time: FREE delivery Thursday, November 3. Order within 14 hrs 38 mins. Price: 42.99 USD. Button: Order From Supplier.
- HP Printer Paper 20 lb | 3 Ream (4,000 Sheets) - 92 Bright | Made in the USA** from Amazon.com. Part Number: B01FIK0PXI. Price: 18.88 USD. Button: Order From Supplier.

A settings menu is open on the right side of the page, with the 'Delivery Lead Time' option checked and highlighted by an orange box. Other options in the menu include 'Mfg. Name', 'Mfg. Part No.', 'Part No.', 'Product Flags', 'Supplier', 'Supplier Classes', and 'System Packaging'. The 'Apply' button at the bottom of the menu is also highlighted with an orange arrow.

Filtering Your Searches

You will also see additional filters available on the left-hand side of the search, similar to the filter options you would have in the Amazon punchout.

By Supplier ▼

Amazon.com (306)

Department ▼

Handmade

Home & Kitchen

Office Products

Industrial & Scientific

Electronics

[Show all](#)

Selecting a department filter will reveal additional filter options.

Your Selections

× Department: Office Products

By Supplier ▼

Amazon.com (13170)

Department ▼

Office Products

[Remove Filter](#)

Climate Pledge Friendly ▼

Climate Pledge Friendly

Delivery Day ▼

Get it Today

Get it by Tomorrow

Amazon Prime ▼

Prime Eligible

Eligible for Free Shipping ▼

Free Shipping by Amazon

Seller Type ▼

Business Seller