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.*

3. The toggle button back to the classic view of forms (Direct Pay, ISR, Travel Agency Authorization) will be removed.
4. 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.
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.
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.

Selecting a department filter will reveal additional filter options.