

HokieMart Requisition Form Quick Guide

Punchout

Does the supplier have a shopping icon on the home page of HokieMart?

Click on the supplier's punchout icon to continue to their punchout website and start shopping.

- Purchase Orders are always sent HokieMart Will Deliver
- Users have unlimited delegation except for Apple and Dell (limit of \$100,000)

Hosted Catalog

Does the supplier have a catalog icon located at the bottom of the home page of HokieMart?

Click the supplier's catalog icon to continue to their hosted catalog and start shopping.

- Purchase Orders are always sent HokieMart Will Deliver
- Users have limited delegation for contracted hosted catalogs

Interdepartmental Service Request (ISR)

Are you purchasing something from an internal supplier (does the supplier name start with VT)?

Click on the Interdepartmental Service Request (ISR) form to start your order.

- Purchase Orders are always sent HokieMart Will Deliver
- Unlimited purchasing authority

Travel Agency Authorization

Have you made travel arrangements with one of our contracted travel agencies?

Click on the Travel Authorization form to start your order.

- Purchase Orders are always sent HokieMart Will Deliver
- Unlimited purchasing authority

Non-Catalog

Do none of the other order forms apply?

Click on the Non-Catalog Item text to start your order.

- Purchase Orders can be sent HokieMart Will Deliver or User Will Deliver
- Departmental Delegation of \$10,000