The Cart

Purchasing Department

http://www.purch.vt.edu

12.3 HOKIEMART UPGRADE EFFECTIVE NOVEMBER 4, 2012

CHANGES TO APPROVALS

Folder View vs. List View

The approval interface has changed in the upgrade. There are now two different view options. The folder view is similar to the previous presentation. This is the option that defaults. To see documents under the folder, the approver must expand the folder.

The other view is the list option. The list view does not display the folder and provides each item that is waiting to be approved.

Manage Substitutions

There is now a separate tab for manage substitutions. The new tab presents users with all of the folders to which they have access. From this tab they can assign a substitute to individual folders or all folders.

Filters

Approvers will now be able to use filters to assist in finding the documents they are looking for to approve. The filter option is located in the left pane of the approval screen. The filter functionality will allow users to narrow down the approval documents displayed. Examples of filter criteria are supplier, folder, workflow step, unassigned, assigned, fund, account, and department.

PURCHASE OF FURNITURE

Effective August 1st, it is no longer a requirement to obtain a release from Virginia Correctional Enterprises (VCE) for the purchase of furniture items valued up to $5,000 per transaction. This action is being taken to streamline internal administrative processes by eliminating the delay and cost of obtaining releases for small value purchases.

The departmental delegation level for furniture remains at $2,000 per transaction. Orders, that are valued over $2,000 for which VCE is not the selected supplier, will still route through the purchasing department. You will not need to include a release with your requisition unless the value exceeds $5,000.

To further aid in reducing administrative costs, purchases of furniture items should be processed via HokieMart and should not be placed against the P-card. For further information contact Mary Seyler at mseyler@vt.edu or 231-3813.

SOLE SOURCE FORM

When processing a purchase requisition which requires a Sole Source form, a copy of the Sole Source form should be attached to the requisition as an Internal Attachment. The form is located at the following URL: http://www.purch.vt.edu/Department/Procedures/SS.html .

VIEW THE TOWN HALL MEETING ON-LINE

To view the most recent Town Hall meeting held August 15, 2012 visit the Purchasing Department home page and click on the Town Hall link **or** copy and paste the URL listed below into your browser:

https://vt.adobeconnect.com/_a1009863937/p1n8guoe0hy?launcher=false&fcsContent=true&pbMode=normal

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NON –TRAVEL REIMBURSEMENT

Effective immediately, non-travel reimbursements to individuals who are not university employees or students should be processed as a non-catalog transaction in HokieMart. All travel reimbursements should continue to be submitted on the travel reimbursement form. **Reimbursements to university employees or students continue to be processed on the Reimbursement Request Form.**

Contract Corner ******

The Contract Corner is used to provide new/additional information on Contract Issues.

AIRGAS

We have been advised of a price increase for bottled gases that will average 5% effective October 15, 2012.

APPLIED BIOSYSTEMS PUNCHOUT REMOVED

The Applied Biosystems punchout has been removed from HokieMart. Previously ordered products from them are now available from the Life Technologies punchout.

COMPLETE BOOK AND MEDIA

Complete Book and Media is a new punchout supplier available in HokieMart. They sell books and printed materials and offer free standard ground shipping on all orders over $15.00.

SPECTRUM CHEMICALS

Spectrum Chemicals is now offering the TCI line of chemicals at discount prices with free shipping. The Spectrum punchout in HokieMart now has over 22,000 chemical line items available for purchase.

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STANDARD FOR THE PROCUREMENT OF INFORMATION TECHNOLOGY APPLICATIONS

All computing solutions must be implemented in ways that promote security of systems, data, and persons, and that contribute to the effectiveness and efficiency of carrying out university functions. Departmental or distributed university units, as well as the Information Technology organization, contribute to and share responsibility for the deployment of these computing solutions. Please read and adhere to the Standard, found at http://www.it.vt.edu/publications/pdf/Procurement_STANDARD_signed_1-19-11.pdf

To implement the above Standard for all non-contract **software** orders over $2,000 departments must complete and attach in HokieMart the new *Questionnaire for Software Application Orders* found at the ITA website, www.ita.vt.edu/purchasing/questionnaire.doc.

Request FREE Ink & Toner recycling boxes
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1) **Simply Request Collection Boxes Via Phone or Email**
- Boxes sent upon request with pre-paid label
- Send requests to customercare@guybrown.com or call 877.521.0300

2) **Print Your Own Return Shipping Label at Your Convenience**
- Available at guybrown.com/print/label.html
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Contact Peter Houhoulis for more information peterhouhoulis@guybrownproducts.com

Ink Cartridge Box

Pre-Paid label included

Box: 9"x15"x9.5"

Holds approx. 35 ink cartridges

Laser Toner Box

Pre-Paid label Included

Box: 20"x20"x 22"

Holds 8-10 laser cartridges