



Third-Party Tradeshow Vendors and For-Profit Vendor Fairs

The university has policies and guidelines regarding third-party, outside entities who solicit campus departments to provide space for hosted vendor showcase and trade fairs. Many companies only ask that university departments provide the location/space, while they handle engaging vendors and advertising the event. However, most vendor event planners charge vendors to display at these shows on the Virginia Tech campus for the profit and benefit of the third-party entity.

Because there are many of these types of vendors, there is open competition between them. University departments interested in hosting a vendor fair or tradeshow must have fair and impartial competition that follows the procurement rules of the university. University departments should not facilitate free space to for-profit vendor and tradeshow companies.

Multiple university policies (Policy 5000, 5010, 5215 and others) give the rules on providing space to outside entities. Departments should be familiar with these policies.

Departments should not engage with firms offering to do on-campus trade shows or vendor fairs without first contacting the VT Procurement Department for guidance 540-231-6221.

Additionally, please remember that Virginia Tech hosts multiple (not-for-profit) vendor fairs each year.

In this Issue:	Page
Contract Corner	3-4
Shipments from Outside US Guidelines	1-2
For-Profit Tradeshow and Fair Vendors	1
What is a Confirming Order?	3

Shipments to Departments From Outside of the United States Guidelines

United States Customs:

United States Customs (U.S. Customs), also known as Customs and Border Protection (CBP) is the governmental body that controls cross-border trade into the United States.

Among other responsibilities, U.S. Customs is tasked with the following duties:

- Assessing and collecting customs duties, excise taxes, fees and penalties due on imported merchandise;
- The right to deny access, to search, to seize or to request additional information on all goods imported into the United States commerce;
- Maintaining profiles on all U.S. importers (residents and non-residents). The profile will impact the importer's ability to participate in special U.S. Customs initiatives designed to either simplify or speed up customs clearance;
- Preventing illegal trade practices, including provisions related to quotas and the marking of imported merchandise, the Anti-Dumping Act, patents and trademarks;
- Enforcing import restrictions and prohibitions;
- Collecting accurate import and export data for compilation of international trade statistics.

(Continued on p. 2)

Shipments from Outside US Guidelines Continued

Virginia Tech Responsibilities:

Virginia Tech, as an importer, is responsible for:

- All duties and taxes to United States Customs, as appropriate. Duty rates are the fees paid to Customs as tariffs on the imported goods. These rates are based on the classification of the goods being shipped;
- Providing accurate information to United States Customs;
- Keeping records to substantiate what goods were imported into the United States, including the quantities, the prices paid, and the origin of goods. These records must be kept in either paper or electronic format for five years after the goods enter the United States.

Customs Broker:

Virginia Tech utilizes a customs broker. The customs broker is a company licensed by United States Customs to act as an intermediary between the United States government and importer. The importer has to provide Customs with a legal document called the United States Power of Attorney (POA), authorizing the broker to act as the agent. Customs brokers are responsible for keeping up-to-date on new regulations that may affect the importer and to deal with any customs related issues. Customs brokers provide the following services:

- Prepare and present the necessary customs release documents or data required by Customs and Participating Government Agency (PGA);
- Facilitate the release of goods from United States Customs custody;
- File Entry data/documents with United States Customs on behalf of the importer;
- Pay duties on the importer's behalf;
- Pay carrier charges on the importer's behalf.

The VT customs broker is Livingston International, 532 N. Regional Rd, Ste D, Greensboro, NC 27409.

The VT import analyst agent is Angela Herbert, LCB (Client Solution Center, 336-665-9685; AHerbert@livingstonintl.com; fax 336-668-0677; Team email: USCST40@livingstonintl.com

Department Responsibilities:

- If the purchase is not handled by the Procurement Office, contact Livingston International whenever an order is placed outside of the United States.
- If the department is contacted by another importer requiring a signature on a POA, contact Livingston International immediately for assistance.
- Process invoices from Livingston International promptly. The department is responsible for the Livingston Customs Clearance Fee and any out-of-pocket expenses incurred to deliver the item to the department. Livingston International will provide receipts, as appropriate.

Estimated Fees:

- Livingston customs clearance fee: \$127.40; Courier Fee \$25 (if applicable); Import Service Charge: \$40-\$100 depending on airline; Delivery Charges: depends on weight of shipment and delivery destination; Handling Fee: \$50-\$95 charged by the forwarding agent (if applicable); Customs Duty: depends on commodity and duty rate; PGA Filing: \$25 (applies to any PGA Shipments), PGA Disclaim: \$1.00 (applies to any PGA Shipments); Duty/Tax Disbursement Fee 3% of outlay or minimum of \$7.50; Freight Disbursement Fee 3% of the outlay or minimum of \$7.50.

What is a Confirming Order?

A University generated purchase order should be issued before any purchase is made by a university department.

Confirming Orders are orders placed by a department outside of compliance with that department's delegation according to Virginia Tech procurement guidelines. They occur when a purchase is made without a purchase order being issued first.

When the invoice for goods or services relating to a confirming purchase is received either by the department or Accounts Payable, it cannot be processed because there is no paperwork/purchase order submitted and approved for payment.

Unless the order is deemed an emergency (an occurrence of serious or urgent nature that demands immediate action), this order demonstrates a lack of understanding for established procurement guidelines that require prior authorization.

If in doubt about the procedure, departments should always contact the Procurement Department and speak to a buyer who can guide them through the proper protocol to follow.

Remember that confirming orders received by procurement buyers are not sent to the vendor (to avoid duplicate orders) and are processed quickly to get the invoice to Accounts Payable for payment.

Contract Corner

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

The Fastenal Company

Effective November 1, 2017, The Fastenal Company may resume normal business with the university, and departments may utilize them for providing goods and services in the Maintenance, Repair and Overhaul (MRO) commodities.

There is an available contract agreement that VT departments may utilize. This contract is issued through a group purchasing organization, the National IPA, of which Virginia Tech is a member. Referencing the contract number, VTC-721-2018, on your HokieMart requisition will allow for immediate delivery of the purchase order to The Fastenal Company for fulfillment and allows for purchasing directly with the company over and above the \$2K departmental delegation. Fastenal is offering free shipping on a core list of items under the contract. We are also in discussion with The Fastenal Company regarding a future punch-out catalog to be added to HokieMart.



Contract Corner Continued

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

Digital Media

Is your department looking for video production services for special events, advertisements, lectures or programs? Virginia Tech now has three contracted vendors available to meet the needs for freelance videographer services. Visit the Procurement website under VT Contracts to find more information on Dave Perry Cinematographer, LLC.; Rock Creek Productions, Inc.; and Video Production Services, Inc. dba VPS.

If you have questions, please contact Jordan Stump at 1-5248 or jstump4@vt.edu.

Contract Descriptions

Watch out for contract descriptions. Some contracts cover equipment, but not services. If you need services, do not attach to the contract. Your purchase order will not be covered by the contract. The requisition will route to procurement for processing.

Example: Microscopes and Accessories ONLY. NO SERVICES.

**LIMITED
TIME OFFER**

Sigma-Aldrich Promo

Save up to 91% + Free Shipping

Expires November 3, 2017

See punchout-Special Offers for the list.

Use Promo Code B76 at checkout.

HokieMart Punchout Updates

Below are two new representatives for two of our punch-out catalogs:

Sigma Aldrich

Michelle Dennis

MilliporeSigma

Cell: 1-804-873-8399

E-mail: michelle.dennis@emdmillipore.com

www.emdmillipore.com and

www.sigmaaldrich.com



SIGMA-ALDRICH

spectrum
CHEMICAL MFG CORP

Spectrum Chemical Mfg. Corp.

Lindsay Krawiec

Account Sales Executive

1-800-772-8786 ext. 5701

Cell: 240-586-1240

lkrawiec@SpectrumChemical.com

www.SpectrumChemical.com

The Cart is distributed on an "as needed" basis.

We appreciate your input.

Please email hokiemart@vt.edu with the subject line: The Cart Suggestions.