



Sending Packages? How to Process those Orders

The new inbound freight program at the university ONLY handles packages being shipped TO the University. However, there are several cost effective solutions for departments when you need to SEND a package.



UPS: Virginia Tech has access to State Contract E194-1383 for Express Delivery Services with UPS. This contract may be used with no dollar limits when the item being delivered weighs less than 150

pounds. Contracts and rate information is available from the Division of Purchases and Supply (DPS) website. Process all orders to UPS as Direct Pay Transactions, category C-1.

Federal Express: Virginia Tech has access to an E&I Cooperative contract (Number CNR-01193) for Express Delivery Services with Federal Express. This contract may be used with no dollar limits when the item being delivered weighs less than 150 pounds. Service is provided for National and International shipments. It is important to establish new accounts via this website: <http://www.eandi.org/FEDEX/Application.aspx> to ensure you receive contract pricing.

FedEx customer service can be reached at (800)-645-9424. Make sure you identify yourself as an E&I customer. Process all orders to FedEx as Direct Pay Transactions, category C1.



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Vehicle Rentals

When a vehicle is required for official university travel, departments should request a vehicle thru Fleet Services' reservation system, Fleet Commander. If the desired vehicle is unavailable, you will receive, by e-mail, an "unavailable notice" for the vehicle.

EAN, Inc. (dba Enterprise Rent-a-Car) is the vendor of choice for vehicle rentals and is to be used only when Fleet Services is unable to provide a vehicle for official university travel. The Enterprise contract is a VASCUPP contract and allows Virginia Tech access to both Enterprise Rent-A-Car and National Car Rental.

For Blacksburg employees, contact the Christiansburg Enterprise office at (540) 382-7970 to make your reservations. Enterprise will require a HokieMart purchase order number at the time the reservation is made. Payments can also be made with a personal/travel credit card. *(continued pg 2)*



Vehicle Rentals Continued from page 1

Rental vehicles are to be picked up and returned to the Christiansburg office to avoid one-way or drop fees.

For remote campus sites, reservations for vehicle pick-up at airports or travel outside of Virginia, employees should access this website and pay with a personal or travel card: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=VRGNATEC

Special Notations:

- Billing can only be done when vehicles are rented out of the Christiansburg Enterprise office.
- If you are calling a branch to make your reservation, be sure the reservation is tied to the Virginia Tech contract and our Customer ID number (XZ21031) is on the order. This will identify the reservation as a Virginia Tech contract rental and will be covered under the appropriate insurance guidelines.
- Employees are not required to use Fleet Services if it is more cost effective to use Enterprise or any other rental service. However, a cost comparison must be provided on the payment document submitted to the Controller's Office.

- When a car is available from Fleet Services and an employee elects to use their own personal car or an Enterprise car as a matter of convenience or personal preference, reimbursement is made in accordance with the personal car reimbursement procedures found at the link for Procedure 20335d: Automobile Travel. The traveler will list "personal mileage" on their travel reimbursement voucher and will not attach the rental agreement and receipt. (The rental agreement is wholly between the individual and the rental company.)
- National Car Rental can be used outside of Virginia or if an airport to airport one-way rental is needed.



- Do not sign up for the extra insurance for vehicle rentals in the U.S., Canada or Puerto Rico. If you are renting a car for use outside of these listed areas, be sure to contact Risk Management. Contract pricing automatically includes damage waiver charges on all rentals originating in the United States (including Puerto Rico).

The Cart is distributed on an "as needed" basis. We appreciate your input. To contact us, please email hokiemart@vt.edu with the subject line: The Cart Suggestions.

Contract Corner

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

Promotional Products Vendor NewClients, Inc. Is Now A Contract Vendor

Virginia Tech has awarded a second contract for promotional products for the University to another SWaM firm, **NewClients, Inc.** Below is a quick outline and contact information. This contract has been loaded in HokieMart and will automatically attach to the contract when you key in a requisition to **NewClients, Inc.** **NewClients** is Collegiate Licensing Company (CLC) licensed to replicate the VT logos and marks and has provided excellent customer service to the university for many years.

Sandy Palyo, NewClients Sales Representative, is on campus at least once a week and will be glad to meet with you individually in your department to discuss your needs and provide samples or a quote. Buying under this contract for promotional item needs will allow you to exceed the \$2K departmental delegation and purchase direct without having the requisition come through Procurement for processing.

Contact Information:

- ◆ Website: <http://www.newclientspromo.com/>
- ◆ Business Location: 3900 Gaskins Road Richmond, VA 23233
- ◆ VT's Contact: Sandy Palyo, (804) 377-2622, spalyo@newclients.com
- ◆ Certified VA-SBSD Small, Woman Owned Business

Overview of NewClients Contract Pricing:

- Discount: Discount given will be the price shown in the greatest quantity column PLUS an additional 5%. Example: If you are purchasing a quantity of 100, but the greatest price break offered is for 1,000 items or more, you would get 5% off the price shown for 1,000 items.
- Freight: Will utilize Virginia Tech's inbound freight program for shipments
- Samples: Free
- Electronic Proofs: Free
- Setup Fees: Free
- Returns: No restocking or shipping fees on returns for items that are defective or produced incorrectly
- Embroidery and Screen Printing Services: Yes, list price includes screen printing and/or embroidery



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Alfa Aesar

ThermoFisher SCIENTIFIC

Thermo Fisher Scientific has completed the acquisition of Alfa Aesar, which significantly expands laboratory chemicals offerings. Alfa Aesar has a base part number and then a suffix for the size/volume.

If you have any problems finding the correct Fisher catalog number, please contact Aaron Baxter at aaron.baxer@thermofisher.com or 540-629-3516.

Reminders from the Virginia Tech Copier Management Program (CMP)

Networked devices:

All devices leased through Copier Management Program (CMP) will need to be networked in order to provide the functionality needed to monitor for supplies, service, and impression counts. If you do not currently have a network connection for your device, please contact CNS at (540) 231-6460 or ASK-NIS@vt.edu.

Lease expiring:

The current copier vendor lease with Konica Minolta / VBS is expiring at the end of January 2017. If your department has not yet made the change to the new vendor, CMP needs to meet with a representative from your office to discuss your needs and transition your device(s). Please contact [CMP](#) as soon as possible to set up a convenient time for a brief meeting (no more than 30 minutes) to review their new program offerings and a timeline for equipment movement.

Procurement Training Opportunities

- **Contract Administrator Training** will be held on February 9, 2107.
- **HokieMart Requestor Training** is held monthly and will resume January 25, 2107.

Visit the UOPD website for course descriptions and to register: <http://uopd.vt.edu/diversity-development/current-offerings.html>