

THE CART

What's happening in Procurement at Virginia Tech

JUNE 2019

REMINDERS FOR PURCHASES MADE UNDER DEPARTMENTAL DELEGATION (\$10K)

Since June 2018, departments across campus have benefitted from the efficiencies of an increase in purchasing delegation to \$10,000. This delegated increase requires oversight and responsibilities that may have been handled previously by the Procurement department. Here are examples of procurement steps departments need to be sure to take to ensure their purchases and payment of goods and services are in accordance with university financial policies and procedures:

- Receive [pre-approvals](#) from departments on campus
- Avoid [restricted purchases](#)
- Obtain written quotations from vendors
- Vendor payment terms are Net 30 days
- Avoid requirements of [advance payment](#)
- Know lead times
- [No Sales Tax](#)
- Ask about Warranty Information
- Include [contract numbers](#) on purchase requirements (if applicable)

- Get [shipping estimates](#) or verify vendors will use VPL (if applicable)
- Include costs for on-site training
- Include costs for on-site [installation](#)
- Notify facilities when building infrastructure changes will occur
- [UL approval](#) if plugged in
- [Import agent/customs issues](#)

P-CARD REMINDERS

Pcards should only be used for these circumstances:

- Emergency purchases
- Purchases valued up to \$2,000 with vendors who do not accept HokieMart purchase orders
- Airline Tickets and Conference Registration

Special reminder for Airline/Travel purchases

- Flight cancellation insurance/travel insurance **IS NOT** allowable on the pcard
- The CISI medical travel insurance required per Global Travel Policy 1070 by all employees and student groups traveling internationally **IS** allowable on the pcard

For further information on these situations, please contact travel@vt.edu or call 540-231-0944.

TABLE OF CONTENTS

- 1 | [Reminders for Purchases Under Departmental Delegation \(\\$10K\), P-Card Reminders](#)
- 2 | [How to process a return to Amazon](#)
- 4 | [Conflict of Interest](#)
- 5 | [FAQ: Purchasing a Standing Desk](#)
[Contracts Corner: TCI America, Contract Administrator Training, Vendor Name Change for Boost Promotional Branding](#)
- 6 | [Virginia Lab Safety & Sustainability Day, Tips & Tricks: HokieMart Bulletin Board Reminder](#)
- 7 | [Supplier Opportunity Program, How Do I Buy or Handle, Save The Date: Vendor Fair, NEW Lowes Punchout](#)
- 8-9 | [Procurement Spotlight: Daysha Holmes](#)
- 10 | [Look Out For: Uniform Guidance, Upcoming Events](#)

PROCESSING A RETURN TO AMAZON- TWO IMPORTANT STEPS!

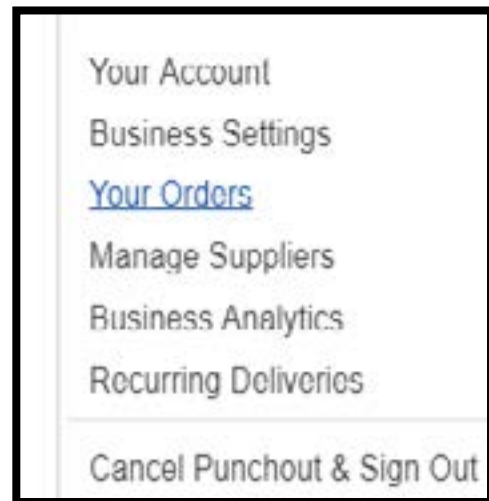
When you need to return an item to Amazon, there are two steps you should remember!

STEP 1: Process receiving in HokieMart: For a return, you do a quantity receipt and choose "Return". After your receiving process is complete in HokieMart, proceed to the Amazon punchout for STEP 2 and follow one of the options below.

STEP 2: Notify Amazon of the need to make a return (in Amazon Punchout Catalog)

Option 1 (preferred)

- Click on the Amazon Punchout within HokieMart
- Choose "Account for Virginia Tech" found under your name (upper right)
- Click on 'Your Orders'



- Choose view all orders paid by Virginia Tech and the year.
- When it brings up your orders, go to the order you want to return. Choose 'return or replace items'.



Option 1 (continued)

- Choose the item and why you are returning it and click on next.
- Then click 'submit return request' and wait to hear from the seller.



Option 2 (if you are not able to access the areas in Option 1)

- Access the Amazon Punchout and go to the bottom of the page to 'Contact Us'.

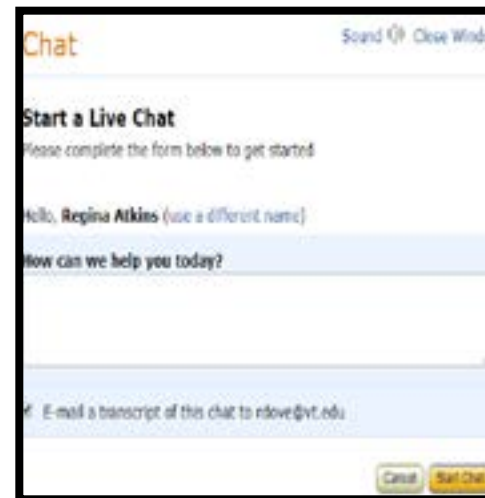
Contact Us

- You will be asked to authenticate by putting in your Amazon Business Password and Sign In.
- Under 'Tell Us More' click on Returns and Refunds' and 'how to return an item'. Choose the 'Chat' button



- A Chat box will open, you can click on 'email a transcript' so you will have a record of what is said. put in the box that says 'How can we help you today?' what the problem is, and be sure to give them the PO number.

Option 2 (continued)



- Amazon will then give you the needed information on how to process the return if applicable.

VT Procurement congratulates the [Future-HAUS](#) Dubai team on their first place award in the Solar Decathlon Middle East. We were glad to help this team fulfill their goals! We can help your department accomplish your goals as well!





CONFLICT OF INTEREST

A conflict of interest may be actual or potential. It most often occurs when an employee has a financial interest in a private firm which is doing business or is attempting to do business with the university. A conflict of interest can also result in a situation where the employee's immediate family member has the financial interest.

The most common situation where a conflict of interest occurs is with related-party suppliers. This is a situation where a Virginia Tech employee has an immediate family member who has a financial interest in a private business and sells to the university. It is not a conflict if the business sells to other state agencies. The violation occurs if they sell to their immediate family members employing agency.

The following policies provide detailed guidance regarding what is considered a qualifying financial interest and the disclosure procedure. [University Policy 13010 - Individual Conflicts of Interest and Commitment](#)

[Conflict of Interest and Commitment](#)

Perceptions

Purchasing from a company with whom you have personal relationship with could create the perception that the contractor is unfairly influencing a public employee?

For this reason, employees involved in purchasing decision-making or contract administration are encouraged to adopt a very strict set of personal standards regarding the acceptance of anything from a vendor. Avoiding the acceptance of gratuities enables us to maintain our freedom from influence and to exercise truly independent judgment.

Standards of Conduct

All gifts to the university are received through the Virginia Tech Foundation. University Policy Number 12115, [Reporting Gifts-in-Kind to the University](#), notes that only officials of the Virginia Tech Foundation are authorized to sign contracts, licensing agreements, purchasing documents, or other contractual documents that pertain to gifts. After Receipt of the gift, the Virginia Tech Foundation will normally transfer the title of the equipment to the university and the equipment will be entered on university property records. Gifts-in-kind are defined as equipment, tools, software, paintings, furniture, and other items that could be determined to a value.

Guidelines on Conduct of Public Employees of Virginia Tech

Virginia Tech employees:

- Are fair, ethical, and honest in all business dealings.
- Make business decisions in the best interest of the university and avoid any potential conflicts of interest.
- Maintain the confidentiality of sensitive records and information, including social security numbers and other personal data.
- Do not accept gifts or favors of monetary value, or engage in private business or professional activities that may appear to affect professional judgment or create conflicts of interest.
- Do not tolerate fraud, theft, waste, or abuse.
- Immediately report suspected irregularities to their supervisor, the Virginia Tech Police Department, or Internal Audit.
- Note: State laws and university policies prohibit employees from giving or accepting gifts or favors from bidders, vendors, contractors, or customers, which either create, or gives the impression of favorable business treatment.

FREQUENTLY ASKED QUESTIONS

Do you need to purchase a standing desk?



We are happy to announce that ESI has partnered with a local SWaM dealer to sell their standing desks. Virginia Tech along with our VASCUPP partners, can now purchase standing desks through a number of their distributors:

- **Smarter Interiors**, Richmond, VA 804-358-7979
- **Ball Office Products**, Richmond, VA 804-204-1774
- **Design Resources Services (Barrows Business Environments)** Roanoke, VA 540-904-2224

Give them a call for comparable options when you are in the market for a sit to stand desk option.

CONTRACT CORNER



TCI America

Reagents from TCI America are now available on HokieMart in a hosted catalog at a 20% discount.

TCI is a leading global chemical manufacturer of high-quality organic reagents that supplies a diverse range of research categories including synthetic chemistry, life science, materials science, and analytical chemistry. Contact Stewart Kohnberg at 984-220-0588 or Stewart.Kohnberg@TCIchemicals.com

NEW NAME CHANGE VENDOR ALERT!!!



Your promotion items vendor, New Clients, Inc. dba Boost Promotional Branding has changed their name to Halo Branded Solutions, Inc.

TRAINING OPPORTUNITY CONTRACT ADMINISTRATOR

If you are a contract administrator or a user of a Virginia Tech contract, you have certain responsibilities as you oversee or use the contract.

To sign up for this session, go to the Professional Development web-site where you can find the link to log in with your CAS login, or go directly to <https://www.training.vt.edu>. This will take you to the login page. View by Alpha for the Contracts Administrator Training class.

If there are others in your department, feel free to share the information so they can attend the class as well. **The next Contract Administrator class is June 19th.**

DID YOU KNOW?

VIRGINIA TECH LAB SAFETY AND SUSTAINABILITY DAY COMING IN AUGUST

Look for announcements on the Lab Connect List Serve.

Potential topics:

- **Seminars-** Ansell Guardian Chemical Safety Overview; Sustainability: PPE and Freezers; Pipette Ergonomics
- **First Response-** Related Safety and PPE Products
- **Hand Protection-** Solutions for specific chemical hazards and applications; Cut Resistance; Needle pricks/puncture hazards; Cryo and Extreme Temperature protection
- **Eye Protection and PPE-** Safety Glasses, Goggles, Eyewash, PPE, Clothing, FR Lab Coats
- **Lab and Facility Identification-** Brady: Visually Instructive Lab/5S, Automated Labeling Progress, Improved Compliance



- and Accuracy
- **Hazardous Material Storage Protection and Compliance-** Just Rite Storage Cabinets, HPLC Cans, Assessments, Spill Kit for Labs, Burn Kits
- **Critical Environment Lab Requirements-** CE and Safety Specialist for Lab Support
- **Animal Handling-** Related PPE and Safety Products

TIPS AND TRICKS

PSSST Have you checked the HokieMart Bulletin Board recently?

Remember to glance over at the Bulletin Board section, when you log in to the HokieMart home page. There is always something new and relevant posted in this area.



SUPPLIER OPPORTUNITY PROGRAM
VIRGINIA TECH.

Support the VT Community by considering a diverse supplier when planning and making your purchasing decisions. There are many small, women-owned, and minority suppliers providing a wide array of goods and services.

For your convenience we have added a new SWaM search link you can access at <https://swamsearch.procurement.vt.edu> or on the HokieMart home page.



SAVE THE DATE

Our Supplier Opportunity Vendor Fair will be held on Monday, September 30, 2019 at The Inn at Virginia Tech and Skelton Conference Center. More information will be provided in our next issue!

HOW DO I BUY OR HANDLE...

If you need to buy or handle a special situation, your first stop should be the **How Do I Buy or Handle...** section of the Procurement website:

<https://www.procurement.vt.edu/departments/procedures.html>

Here you can search the topics by typing 'Control F' which opens a search box. Think about the different ways that a topic may be listed. Example: 'shipping' can also have a 'freight' label.

Have a question about a topic that isn't mentioned, just call our HokieMart helpline at 231-2020.

NEW LOWES PUNCHOUT

An improved Lowes Punchout was implemented on May 29, 2019.

Changes Include:

- Ability to recall previously entered zip codes for store location. Store location will be visible in upper left hand corner while shopping.
- New Category Navigation
- New user history information for better status updates and order tracking
- Easier to determine delivery options: When available choose pickup, Truck delivery, or standard shipping. (Note: 2nd day and next day shipping will not be available)

Reminder: Contract discounted prices are only available on punchout orders





PROCUREMENT SPOTLIGHT

As the University's Supplier Opportunity Champion, Daysha Holmes provides leadership and guidance relating to diversifying and opening up opportunities for the vendors we do business with.

- Daysha came to Blacksburg 7 years ago from Richmond VA to attend Virginia Tech.
- After graduation, she became a summer intern for the Vice President for Finance Rotational Internship Program where she developed a fascination for procurement and the role it plays at a higher education institution.
- Daysha joined the Procurement department just over a year ago as a Contracting Officer. She began to develop relationships with many unrepresented vendor types which led to her role as University Supplier Opportunities Advocate. She helps lead the university's efforts to improve the utilization of small, woman owned and minority owned businesses. Daysha stays involved with vendor opportunities at the university and markets those op-

portunities to vendors to increase the university's diversified pool of competition.

Fun Facts About Daysha

- **Talent you are proud of:** "Being able to move the pinky toe without moving my other toes."
- **Favorite Phone App:** "Chik-fil-A app. I am serious about my rewards points."
- **Favorite Team:** "Cowboys"
- **Perfect Vacation:** "Relaxing near a beach and binge watching shows."
- **Favorite Item from Starbucks:** "Vanilla Bean Frappuccino. So much sugar and greatness!"



UPCOMING EVENTS

Contract Administrator class:
June 19th.

[Register Here](#)

ABC's of Procurement 1&2
class: (Coming Soon)

HokieMart Training class:
July 31st & August 28th

[Register Here](#)

SWaM Vendor Fair:
September 30th

[Register Here](#)

FOLLOW US:

Facebook: (coming soon)

Instagram: [@VT_Procurement](#)

LOOK OUT FOR

Uniform Guidance

What?

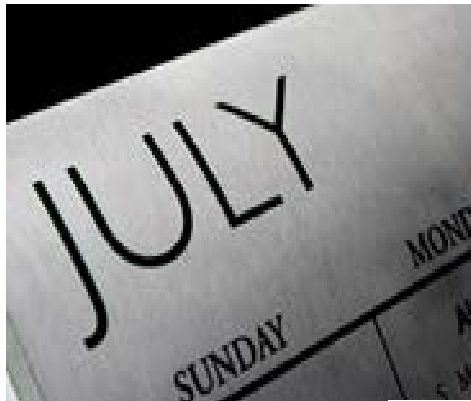
Effective July 1, 2019, look for changes to 'The Claw' in accordance with the changes to the Code of Virginia.

When?

We will post the updated 'The Claw' and the updated 'VT-The Claw' Video on Monday, July 1, 2019.

Why?

Dollar thresholds for Small Purchases, Sealed Bids (IFB) and Competitive Proposals (RFP) have been raised.



Note:

The Request for Waiver of Competition (Sole Source Justification) form will also be updated on July 1, 2019. Always go to the Procurement website to find the most current version. If using Chrome browser, make sure to clear internet history using the 'shift control delete' keys. This will ensure that the most recent form is loaded.