

THE CART

What's happening in Procurement at Virginia Tech

August 2019

AMAZON TAX



Amazon Business has added a new “Tax Exempt Buying Policy.” This Amazon feature blocks out the third party sellers, that do not participate in the Amazon Business tax exemption program from the punchout.

As you may know, the Amazon Business Marketplace is comprised of a large number of third party sellers that are not required by Amazon Business to participate in the tax exemption program. While most sellers do participate, those that do not will no longer have their items visible for purchase in the Virginia Tech Punchout.

This will make the shopping experience easier for the punchout user, and will eliminate the need for the user to contact a seller after the fact, to try to seek a refund on the sales tax that was charged.

AMERICA TO GO PUNCHOUT

The brand new Hokiemarkt Punchout catalog for catering, powered by our partner, America To Go, is in its final stages of testing.

A group of HokieMart requestors will be given access to the America To Go punchout during the month of September. They will help us through a soft launch of the punchout by placing their fall catering orders to university caterers who have signed up to be part of this program.

If you order catering frequently, and would like to volunteer to be a part of this soft launch group, please fill out the survey [here](#). This soft launch group of users will be limited to fifty HokieMart users.

After the completion of a soft launch, a full roll out to the VT campus will occur later in the fall.

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ACCOUNT CODE REVIEW

Effective August 1st, the Fixed Assets Department, within the Office of the Controller, will review all HokieMart requisitions totaling \$2,000 or more. This will ensure the proper expenditure account code was selected.

This process will help Fixed Assets improve tracking and reporting of equipment, as required by university policies. The account code review process will happen within the HokieMart Approval pro-

cess and prior to a purchase order being issued. Fixed Assets staff are prepared to quickly review and approve electronic requisitions for proper account codes, within HokieMart, so as not to delay the processing of any requisition. It is important to appropriately code requisitions so changes are not required. Applicable expenditure account codes can be found at: <https://www.controller.vt.edu/accountcodes.html>.

Please use equipment account codes for equipment items with a unit value of \$2,000, or more, and an estimated useful life greater than one year. As well as all Equipment Trust Fund items where the unit value is \$500 or more.

If you have questions about this review process or a particular requisition, please call Fixed Assets at 1-9179.



How Do I Buy or Handle...Sole Source ([Request For Waiver of Competition](#)) Explanation and Preparation.

IS IT UNIQUE?

When there is a need for equipment or services not on contract, many departments mistakenly believe that the next step is to move to a sole source. So they complete the Request For Waiver Of Competition (Sole Source Justification) form.

STOP. This is incorrect.

A Sole Source exists when there is ONLY one known supplier for A UNIQUE product or service and NO OTHER options are available.

Remember that a sole source procurement prevents the Procurement Department from seeking competition. This puts the university in a weakened position to negotiate best pricing and terms of sale.

Your Procurement Department stands ready to compete your needs using a variety of competitive solicitation tools. This assures high quality goods and services at reasonable prices.

For more information, see

FREQUENTLY ASKED QUESTIONS

What happened to the Bookstore Punchout in HokieMart?



When placing an order from the VT Bookstore locations at University Mall, HokieCentric, North End Center, and the Dietrick Satellite Stores; choose the non-catalog form and search in HokieMart for Follett Higher Education Group.

After you choose this vendor, you can select the address of the location you want to purchase from.

CONTRACT CORNER



VENDOR SPOTLIGHT: MEDLINE INDUSTRIES INC

The university holds a term contract for Medical/Surgical Supplies with Medline Industries Inc. Recently, Medline Industries completed their second North American solar installation, a project designed to help meet the organization's growing sustainability goals.

The 1.1 Megawatt system, in Rialto, California, is estimated to generate power equivalent to 75 percent of the one million square foot facility's usage, significantly offsetting Medline's dependency on the grid. The power is derived from more than 3,152 rooftop



solar. The panels will provide meaningful environmental benefits for Medline. By using solar energy, environmental benefits are equivalent to saving nearly 92,000 gallons of gasoline a year or planting 772 acres of trees annually.

Levi Henry, Buyer for VT Procurement Services is the contracting officer for the university's Medline contract. Feel free to contact him with any questions. (lhenry29@vt.edu)



VTTI'S AUTOMATED SHUTTLE

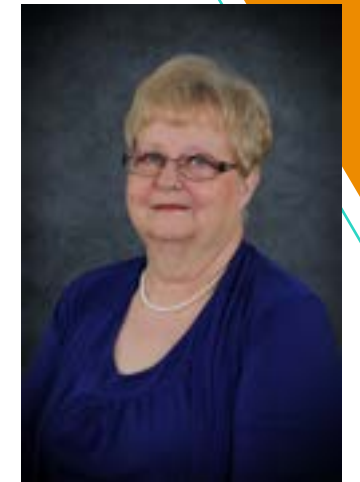
Virginia Tech Transport Institute, along with North Carolina A&T State University (N.C A&T), have collaborated to bring the future of transportation to Virginia Tech. In Procurement, Mary Seyler assisted in the purchasing process of the EasyMile EZ10 shuttle. Moving at 12 mph, the shuttle helps to improve the “first mile/last mile” problem in transportation. [Learn more](#) about the benefits and research being done on this project.

PROCUREMENT SPOTLIGHT

From typewriters to laptops, much has changed since Bonnie Sutphin began her career at Virginia Tech 50 years ago.



Bonnie is an integral part of the Procurement Department, where she currently holds the position of Associate Director, Procurement Operations. She has played a major part in helping with implementation of the Banner Finance System along with Hokiemart, the university's e-procurement system. Bonnie is a native of the Radford area and received her bachelor's degree from Radford University.



We asked Bonnie questions about her career at the university.

What was the actual date and year you started to work at Virginia Tech?

I started work on July 21, 1969. I came to work and noticed that there weren't many cars in the parking lot, nor were there many employees in the building. It turns out that I came to work on a proclaimed holiday - Neil Armstrong and Buzz Aldrin made their historic walk on the moon!

What was your position/title when you started?

I was hired as a Clerk Typist B and I had to pass a typing test to qualify for the position. My principle job was to work with the buyer who made inventory purchases for our Central

Stores operation. University departments would then order anything, from office supplies to wood, from this operation.

Who was the director of Procurement when you started and what building was it in?

Director was James L. Shotts, Purchasing Agent. The Purchasing office was in Burruss Hall which looked directly into the President's Office on the second floor.

What is the biggest change you have seen in the office setting in the last 50 years?

Technology! When I came to work we used IBM selectric typewriters. You had to cor-

rect any typing errors with a typing eraser or “liquid paper.” Our purchase orders were seven parts, so each mistake had to be erased 7 times, which was real punishment for any typing errors.

Knowing what you do now, what advice would you have given yourself 50 years ago when you started your career at VT?

Don't let the fear of what you don't know, haven't tried before, or don't think you can do, hold you back from pursuing new experiences.

UPCOMING EVENTS

VT Lab Safety & Sustainability Day
August 8th

[Learn More](#)

ABC's of Procurement 1
Class: August 29

[Register Here](#)

ABC's of Procurement 2
Class: September 19

[Register Here](#)

How to Surplus 101
Class: August 28th

[Register Here](#)

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Instagram: [@VT_Procurement](#)

Have Suggestions?

Tell us how we are doing by using the link below:

[Give us your feedback](#)

LOOK OUT FOR

The 2019 Small, Woman-owned and Minority-owned (SWaM) Vendor Fair!

Sponsored by the Virginia Tech Procurement Department / Supplier Opportunity.

This year's Vendor Fair will return to The Inn at Virginia Tech and take place on *Monday, September 30, 2019* from noon to 4:00 pm. There will be door prizes and refreshments! You must register and attend to be eligible to win Procurement Sponsored Door Prizes.

The Procurement Department Supplier Opportunity SWaM Vendor Fair showcases businesses classified as: small, woman-owned and/or minority-owned. These are vendors interested in doing business with you. Meet these vendors in person and see what they have to offer. The vendors will be waiting to meet you! Please remember to bring a friend!



Attendees can register [HERE](#)



*Please Note: If you know a SWaM vendor who would like a booth, please do not let them register here. Direct them to Daysha Holmes at daysha94@vt.edu


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