

# THE CART

What's happening in Procurement at Virginia Tech

June 2022

## How to Lease Off Campus Spaces Needed for University Departments

In accordance to University [Policy 5400](#), Virginia Tech departments wishing to lease spaces off campus - including storage/warehouse and residential space not covered by the university travel policy - may submit a space request via their [space representative](#) to the Office of University Planning [online](#).

Upon approval of the space request, Real Estate Management will collaborate with the department to identify appropriate space and assist in the leasing process.

Partnering with Real Estate Management helps prevent individuals from being personally liable for leases and their obligations.

Questions can be directed to Heidi Myers at (540) 357-1586.

## University Departments Should Transition Now to New Brand of Automated External Defibrillators (AED)

The Virginia Tech Rescue Squad has received a number of questions regarding a deadline for AED transitioning and the correct options for the recommended Zoll AED 3 unit.

The transition deadline will be tied to the expiration date on the pads in the existing Phillips units. Virginia Tech Rescue has a limited supply of pads which have an end of life date of 06/27/2024 should any department have an immediate replacement need. No new Phillips pads will be ordered. If anyone would like to learn what their AED's pad expiration date is, please email [vtrsaed@vt.edu](mailto:vtrsaed@vt.edu). Units that fail to function during testing will be taken out of service immediately and will not be repaired.

One source for acquiring the ZOLL AED 3 model is School Health Corporation ([schoolhealth.com](http://schoolhealth.com)) which is under contract with the Virginia Department of General Services. School Health's product numbers for the Zoll AED 3 model are 1036282 or 1036283. If they are shown as backordered, School Health will direct ship once they become available. In the HokieMart comment field, reference State Contract OK-SW-300 when ordering from School Health. Other vendors sell this same model and departments do not have to use Schoolhealth.com. However, the Zoll AED Model 3 is the brand and unit that should be purchased to replace the older Phillips models.

Questions regarding the AED transition may be directed to [vtrsaed@vt.edu](mailto:vtrsaed@vt.edu)

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## Amazon Return Guide

To process a return to Amazon, you will first need to enter receiving in to HokieMart. For a return, you do a quantity receipt and choose “return” as the line status.

After completing your receiving in HokieMart, you will need to notify Amazon of the need to make a return through one of the following options below.

If you are the user who initiated the purchase:

1. Click on the Amazon punchout in HokieMart
2. Choose “Account for Virginia Tech” found under your name (upper right) and click on ‘Your Orders’ from the drop down menu.
3. This will show you all the orders you have placed through the punchout. Find the order you want to return.
4. Choose “Return or replace items”
5. Choose the item and select the reason why you are returning it and click Continue.
6. Then click “Submit return request” and wait to hear from the seller with specific instructions on the return.

If you are not the user who initiated the purchase due to staffing changes:

1. Access the Amazon Punchout and go to the bottom of the page to ‘Contact Us’
2. You may be asked to authenticate by putting in your Amazon Punchout password and Sign In.
3. Click “Start chatting now”.
4. You should then let the representative know that you are needing a credit or return of an item ordered through the Virginia Tech Punchout. Be sure to include the PO number. Since you are not the requisitioner who placed the order, you may need to answer one of Amazon’s authentication questions. See below for the answers to those questions.

Possible Authentication Questions:

User Email: This is the email address of the user who placed the order.

Admin Email: bsutphin@vt.edu

Billing Address:

Virginia Tech

Accounts Payable

North End Center Suite 3300

300 Turner Street NW, Mail Code 0312

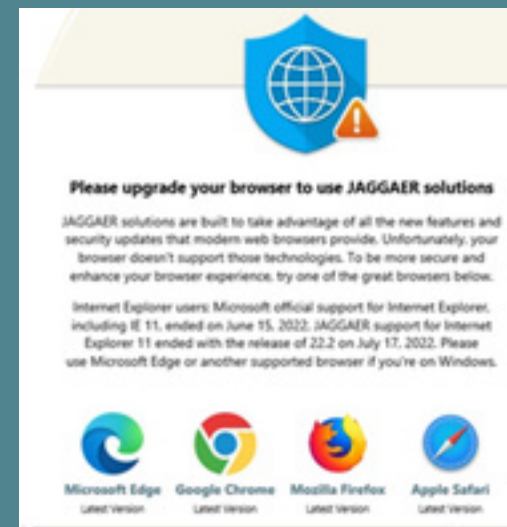
Blacksburg, VA 24061

Billing Zip Code: 24061

Phone Number from the Profile: (540) 231-4637

## HokieMart Moving Away From Internet Explorer (IE)

Internet Explorer will no longer be supported by Jaggaer (HokieMart). If users are still using Internet Explorer to access HokieMart, they will need to use a different web browser as of July 15th, 2022. If any user tries to log in using IE after this date, they will be redirected to the Unsupported Browser page that looks like this:



Supported browsers are: Microsoft Edge, Google Chrome, Mozilla Firefox, and Apple Safari\*

*\*Please note that some punchouts are not supported in Apple Safari*

## CONTRACTS CORNER

### United Parcel Service Contract Update

Procurement was made aware of an early contract termination between E&I and United Parcel Service (UPS). Virginia Tech had utilized a cooperative contract awarded through an Education Group Purchasing Group (GPO) named “E&I”. This contract allowed the university to receive set reduced rates from UPS. Since we can no longer use that contract, we are currently working with UPS to get all Virginia Tech account numbers switched over to a different GPO cooperative contract. This could take up to three weeks. UPS rates will increase under this new contract. In the meantime, VT Procurement is strongly encouraging departments to ship anything outbound through Fedex and reduce overall utilization of UPS. If your department does not have a Fedex account, please contact Kim Widrig at [kdcromer@vt.edu](mailto:kdcromer@vt.edu), who will assist with account setup.

### University’s Exclusive Poured Beverage Contract Extended to 2027 (COKE)

The University and Coca Cola North America has extended its exclusive poured beverage contract through May, 2027. Departments should continue to use only Coke beverage products for all university related events and catering under the terms of this contractual relationship.



### Have Suggestions?

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

[Give us your feedback](#)



# Save the Date:

## Small, Women-owned and/or Minority-owned (SWaM) Vendor Fair

Wednesday September 7th, 2022  
The Inn at Virginia Tech  
Noon - 3:30pm

### About the Fair:

- Free admission
- See vendors interested in doing business with you!
- Including SWaM vendors is a part of your purchasing plan- this is a great way to find SWaM vendors!
- Door prizes, refreshments and vendor Bingo

**REGISTRATION  
OPENS JULY 1ST!**



Contact us:  
Procurement Department  
Supplier Opportunity Program (MC 0333)  
300 Turner Street, NW Suite 2100  
Blacksburg VA, 24061  
540-231-6221



DID YOU  
KNOW?

### New Housekeeping Contractor- UG2

Did you know that Virginia Tech has a new housekeeping provider on campus effective June 1st? You may have seen them around campus already, but the University's new contractual housekeeping services provider is a company called UG2 LLC based out of Boston, MA. UG2 LLC will be replacing the University's former housekeeping services provider, The Budd Group. If you have any questions regarding the services they can provide, please contact Maria Tueros: 202-871-6532, [mtueros@ug2.com](mailto:mtueros@ug2.com).

### Year End Processing Update

HokieMart will be unavailable beginning Thursday, June 30th at 4:30 pm through Friday, July 1st at 12:01 am for year-end processing. Please remember that all change orders to be processed in FY22, should be sent to the appropriate Procurement Buyer as soon as possible. Change orders received after 3:00 pm on June 30th will be processed in FY23.

### HokieMart Requestor Training



Procurement is resuming HokieMart Requestor Training sessions this spring! In person sessions will take place in the North End Center and Zoom options are available for those that work remotely. See below for the 2022 training dates.

The Requestor is the individual (user) who initiates the electronic purchase of goods and services. HokieMart Requestor Training is recommended for anyone who has purchasing responsibilities for their department. This is a hands on training that will cover the basics on HokieMart navigation and will walk you through how to submit a requisition using the various types of order forms.

June 2nd, 8th, and 29th, July 27th, August 31st, September 28th, October 26th and November 30th  
All from 8:30AM to 10:30AM

Register Here for  
In-person and via Zoom  
on [PageUp](#)

### UPCOMING EVENTS

ABC's of Procurement Part 1&2  
Coming Soon: Fall 2022

# PROCUREMENT SPOTLIGHT

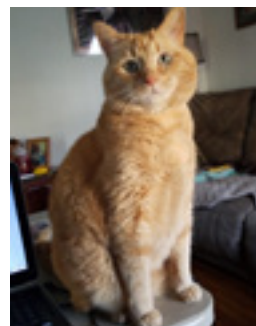
Name: Brittney Wilson Whittaker  
Nickname: Brittney-bob  
Years at VT: 8 years w/ Procurement & 14 years total w/ Virginia Tech  
What are your main duties/commodities? As a purchase card administrator I help manage the program within the established guidelines and audit standards. I help to develop and update training material. I perform the web development and upkeep of the Procurement Department website, I help plan, design and develop the informal newsletter: The Cart. I help keep calendar and assist in scheduling meetings for the Procurement Director. I provide backup to the contract database manager. I provide excellent customer service to Procurement customers and adhere to the procurement department's overriding values.

Favorite Sport To Watch: Football  
Favoirte Team(s): Virginia Tech Hokies and Pittsburgh Steelers  
Favorite Holiday: Fourth of July  
Favorite Food: Mexican Cuisine  
Favorite Item from Starbucks: Venti Peppermint Mocha w/ 2 extra pumps of peppermint  
Hobbies or what do you do in your spare time: knitting, crochet, weaving, spinning fiber, drawing, writing, gaming, reading, checking out computer code, fishing  
What are you most passionate about right now: Furthering my skills in communications to make our procurement website and newsletter the best it can be and present our Procurement Team as AMAZING!

Favoirte Animal(s): Cat, Dog, Sloth  
Current pet(s): Alex, 11 yr old Male Orange Tabby  
Animal I would like to have one day: A Corgi  
Favorite Movie: Fried Green Tomatoes  
Favorite Book: Wizard's First Rule by Terry Goodkind (but there are so many other favorites)  
Favorite TV Show(s): Downton Abbey, Stranger Things, Survivor, Alone, Curse of Oak Island  
What accomplishment are you most proud of: Being the first person in my family to graduate with a Bachelor's Degree from Radford University after having a stroke in the middle of working to get that and going on to PAY OFF ALL of my student loans!! Woot Woot!  
What are you most thankful for: my family and friends  
Pick one word to describe yourself: Determined  
Who is your biggest role model: My Dad, Andy Wilson. Both of my parents worked right out of high school to have careers at Virginia Tech. Dad worked his way up to being a power plant mechanical supervisor at Virginia Tech for 17+ years and prior to that 14+years with Chemical Lime Company. He was a high school graduate and self-taught in all of his knowledge to be in his position at VT. He also was a 5+ year survivor of colon cancer and fought his way honorably until Feb 24, 2019. He will always be my HERO.  
Which 3 people living or dead would you invite to dinner: My Dad, My Papaw Bobby, and My Uncle Leon



Who is your favorite celebrity: Singer: Axl Rose, Band: Guns n' Roses, Actor: Johnny Depp  
What is your idea of a perfect vacation: A paid-in-full 2 week vacation with my husband, Clinton, to the Outer Banks, NC.  
Mountains or Ocean: Ocean  
Summer or Winter: Summer  
City or Country: Country  
What is your favorite phone app: YouTube, I spend lots of time watching knitting and crochet tutorials.  
Where are you from and where all have you lived: I grew up in Pembroke, VA mostly and we moved to Ripplemead, VA when I started high school which is a few miles down the road. I now live in a house (that I own) in Pearisburg, VA with my husband Clinton Whittaker and our 16 lbs. orange, tabby cat, Alex.



## Frequently Asked Questions And Reminders When Doing Business with The Inn at Virginia Tech

- **What is the right Supplier ID to use when doing business with The Inn?**  
The correct HokieMart supplier is: The Inn at Virginia Tech, Supplier Number 906547147.
- **Should I send a copy of the invoice I received from The Inn to Virginia Tech Accounts Payable?**  
No, we have The Inn set up as a HokieMart supplier who will "flip" purchase orders in to a request from payment, all electronically, through the HokieMart system. This is an efficient and effective way to get the request for payments in to the AP system without the AP staff having to key the invoice. The payment will not be made until there is a three-way match between the Purchase Order, the Invoice (electronic request for payment in HokieMart) and Receiving in HokieMart.
- **Should I attach folios, guest checks and backup documentation in HokieMart?**  
Attach the documentation that is the backup for the purchase order as an "external attachment". This helps the business office staff at The Inn match up for their electronic payment request and also helps Virginia Tech AP see the nature of the charges and a guarantee it is a business-related charge. But departments need not send the invoice received from the Inn to VT Accounts Payable, it is still okay to attach it to the requisition in HokieMart.
- **At what point do I submit a receipt in HokieMart?**  
After the event, meal, meeting, hotel stay, etc. is completed and you have a confirmation of the costs charged by the business office at The Inn. You should receive the purchase order so Accounts Payable knows it is okay to process the payment. The receipt can be a Quantity Receipt or a Cost Receipt, whichever is applicable.
- **How do I change the person receiving invoices from The Inn's business office?**  
The Inn is using the master listing of fiscal contacts by Fund Numbers maintained by VT Controllers to get invoices to units, departments, or colleges appropriately. If they are not routing correctly, call the Business Office and request they update this master list.
- **Explain the policy regarding cancellation of an event at The Inn?**  
The Inn will include language in the BEO (Banquet Expense Order) or a formal contract for a reserved or planned event that will outline the cancellation policy for that event. The Inn uses standard hospitality industry cancellation protocols to protect themselves from lost revenues should the event have to be cancelled. The agreement will be built around a determined date where if the event has to be cancelled after that date, the department will be subject to partial payment toward the loss revenue of The Inn. As you are planning your event, the sales staff from The Inn will explain the cancellation clause to you and the dates for which your department will need to work toward to guarantee the event will take place as planned. This is similar to the allowances we agree to with hotels not located on campus.
- **Explain the policy regarding attrition fees?**  
Similar to a cancellation cost, attrition applies to room blocks or events where a department has committed to a certain number of attendees and that number of attendees do not reserve rooms or the event size must be decreased because the number of attendees did not sign up to attend. Attrition is built around milestone dates, which the sales staff will go over with you during the planning of the event. Once those attrition dates pass, the department will be responsible for at least a portion of the revenue based on the number originally agreed to.

Have other questions? Those can be sent to [hokiemart@vt.edu](mailto:hokiemart@vt.edu) for review. Questions may be answered in coordination with the Sales and Business Office Staff from The Inn and Skelton Conference Center.