

THE CART

What's happening in Procurement at Virginia Tech

November 2022

Amazon Integrated Search Added To HokieMart

Procurement is pleased to announce a new Amazon Integrated Search feature in HokieMart! The integrated search is a tool that allows you to search real time for products in Amazon, without ever opening the Amazon punchout. This feature was rolled out in late September and has some additional features added in the latest HokieMart upgrade.

To utilize the search feature, simply type the description of an item in the simple search bar on the top of the HokieMart home page. HokieMart will return results for items under that description for all hosted catalogs. Users should switch the tab over to "External Marketplace Results" in order to view the results returned specially for Amazon. The following information is displayed for each item:

- Description of Item
- Vendor Name (Amazon.com)
- Part Number
- Delivery Lead Time *users can turn this on with an additional filter
- Price
- An "Order From Supplier" button that will jump you right in to the punchout for easy access to order!

Amazon is currently the only punchout vendor that can be searched using this tool. In the future, we expect to see other punchout vendors adopting this search technology, providing campus with an easy way to search and compare products among multiple vendors at a time, without ever leaving the HokieMart site!

[Click here](#) for step-by-step screenshots on how to utilize this tool!

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Graphic Design, Illustration and Typesetting Services

The Procurement department recently solicited a bid for Graphic Design, Illustration and Typesetting Services for Virginia Tech and other colleges within the Commonwealth. We were seeking to meet communication objectives on a variety of platforms. Our goal was to put firms under contract that could produce high-quality graphic design and illustration for use in recruitment, alumni engagement, fundraising, athletics, academic, educational publications, or other programs. We also were seeking to provide high-quality typesetting services to produce documents and publications. We received a total of sixteen proposals and after careful deliberation with the committee it was determined to award the following firms: Afton Design, Sandbox, LLC, Shelley Cline Graphic Design, Soupbone Creative and Tangible Designs.

- Afton Design specializes in creative direction, graphic design, project management and design production.
- Sandbox, LLC is a multilingual production agency that specializes with cross media graphic design, illustration and typesetting services.
 - Shelley Cline Graphic Design specializes in art direct, design and produces quality publications.
- Soupbone Creative is advertising in all forms. Marketing the product and services through print design, website design, multimedia design and social media.
- Tangible Designs specialized in branding and design, marketing and promotion, creative direction, user experience, technical design skills for digital and print media.
- Becker Digital, SWAM certified, also holds a cooperative contract that Virginia Tech can utilize. They are located in Buena Vista and they provide advertising, communications, digital strategy, graphic design, marketing consulting, website design etc. services.

The Procurement Team hopes that one of these firms can benefit you and your department's needs. If you have any questions please feel free to reach out to the buyer, Angela Caldwell at acaldwell@vt.edu.

America To Go New Caterers 2022

America to Go, Virginia Tech's catering management, has been on the pursuit finding us new caterer's that we can enjoy and reach out to for any of our cuisine needs. This program takes the stress off Virginia Tech and ensures the university that the caterers participating in this program are up to date on insurance requirements, have successful health inspections and business licenses are current. Here is a list of all of the new caterer's added this year! If you don't see a restaurant on the list that you would like to be added please let us know.

New Vendors for 2022

Clay Corner Inn
Honey Baked Ham
Jim Schaal Catering
Panera (Merrifield)
Panera (Richmond)
Panera (Tanglewood-Roanoke)
Panera (Winchester)
Petra Mediterranean Grill
Saint Germain Catering

Recent HokieMart Upgrade

HokieMart has undergone a system upgrade on November 7th. Users will see some minor changes outlined below:

- The supplier name is displayed on the heading of PO's and invoices so that it can be viewed from anywhere on those documents.
- Document Level actions, have been moved from the drop down next to the requisition or PO number and are now on the right-hand side of the document.
- The toggle button back to the classic view of forms (Direct Pay, ISR, Travel Agency Authorization) has been removed.

For more information and detailed screenshots of these changes, please [click here](#). If users have any questions about this upgrade or need additional assistance, please email hokiemark@vt.edu and we would be happy to assist!



Have Suggestions?

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

[Give us your feedback](#)



Frequently Asked Questions- Enterprise

- How do I book a car with Enterprise? Reservations for vehicle pick-up can be made at <https://elink.enterprise.com/en/vrgnatec.html>. Initiating your booking process at this website will automatically populate Virginia Tech's contracted rates for Enterprise. For reservations to be picked up at the Christiansburg location you can contact the office directly at (540)382-7970. If booking via phone, make sure to provide the representative Virginia Tech's Customer ID Number: XZ21031.

- How do I pay for a rental vehicle? Vehicle rentals are considered reimbursable expenses, similar to booking a hotel for business travel. The traveler should complete their booking using one of the methods above and turn in the charges when submitting expenses via Chrome River. It may be possible to direct bill the University in special circumstances such as long term rentals, in these cases reach out to the Contract Administrator John Spence directly at jspenc@vt.edu

- What Insurance should I select? For University employees traveling in the United States the traveler should decline rental car insurance because the University provides a self-insured automobile plan for employees. Procedure 20335d: Ground Transportation contains further details on Rental Car Insurance including guidelines for Non-University Employees and Travel Outside the U.S. For any questions not answered by Procedure 20335d please contact the office of Risk Management directly at riskmanagement@vt.edu

- What should I do if Enterprise does not have a car available? Travelers requiring a vehicle reservation should first contact Fleet Services. Fleet vehicles are the preferred method for vehicle travel, reservations can be made at <https://parking.vt.edu/fleet-services.html>. If Fleet Services does not have a vehicle available travelers are advised to book with Enterprise Rent-A-Car utilizing the weblink provided above. If Enterprise also does not have a car available please report the issue directly to the Contract Administrator John Spence directly at jspenc@vt.edu. Enterprise has committed to ensure vehicles are available as needed by the University, if you are finding times when vehicles are not available this should be reported so the issue can be addressed directly with Virginia Tech's account management team.

THANK YOU!

To our vendors and attendees for a successful SWaM Vendor Fair!!

We could not have done it without you!



DID YOU KNOW?

TimelyMD- New telehealth/tele-counseling services for Cook Counseling Center

Did you know that Procurement recently helped establish a contract for telehealth/tele-counseling services for the Cook Counseling Center and Human Resources? TimelyMD is a virtual health service provider that is offered to students at no cost. These services range from one-on-one immediate care and counseling to health coaching for well-being topics. The need for mental health counseling services has increased in recent years and Virginia Tech Procurement has done its part to help bolster the University's resources to satisfy this need. Please contact Procurement if you have any questions regarding TimelyMD's services.

Hokiemart Requestor Training



Procurement is continuing HokieMart Requestor Training sessions in 2023! In person sessions will take place in the North End Center and Zoom options are available for those that work remotely. All sessions are held from 8:30AM – 10:30AM and dates for training are listed below:

- January 25th – in person
- February 22nd – zoom
- March 29th – in person
- April 26th – zoom
- May 31st – in person
- June 28th – zoom
- July 26th – in person
- August 30th – zoom
- September 27th – in person
- October 25th – zoom
- November 29th – in person

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

UPCOMING EVENTS

ABC's of Procurement Part 1
Zoom- November 17th 2-3:30 PM
Sign Up on [PageUp](#)

ABC's of Procurement Part 2
Zoom- December 8th 2-3:30 PM
Sign Up on [PageUp](#)

PROCUREMENT SPOTLIGHT

Name: Angela Caldwell
Years at VT: Less than 1 year
What are your main duties: Buyer

Favorite Sport: Basketball
Favorite Sport to Play: Basketball
Favorite Team: Los Angeles Lakers

Favorite Holiday: Christmas!
Favorite Food: Sweet Potato Casserole

What do you do in your spare time:
I have two toddlers so my spare time is making mud pies and playing transformers.

What are you passionate about right now: I really enjoy decorating for all holidays.

Favorite Animal: Elephants
Current Pet/s: Our English Bulldog of 10 years recently passed. His name was Bacon.

Favorite Movie: How To Lose A Guy in 10 Days
Favorite TV Show: Ozark

What accomplishment are you most proud of: My children
What amazing adventure have you had: My honeymoon in Hawaii was AMAZING. We went and sought out the entire island visiting local areas and just enjoying the picture perfect scenery.

What are you most thankful for:
Family
If you had to pick one word to describe yourself what would it be:
Punctual
Who is your biggest Role Model:
My mother, she passed away several years back but she always found the light in every situation.

Who is your favorite celebrity: Kate Hudson

What is your idea of a perfect vacation: ALL INCLUSIVE with a tropical surrounding

Mountains or Ocean: A little bit of both to be honest. I love the ocean but there is no place like home.
Summer or Winter: Summer

Favorite Quote or saying: Make kindness the norm.

What is your favorite phone app:
Etsy

