

THE CART

What's happening in Procurement at Virginia Tech

October 2024

Reminder of Recent Receiving Changes

This is a quick reminder that as of October 1, 2024, HokieMart no longer allows zero-quantity receipts. When processing receipts, ensure only the items you're receiving, returning, or canceling are selected.

Zero-quantity items on receipts will trigger an error, preventing receipt completion. Users should adjust the quantity or remove items to complete their receipt.

This change improves accuracy and streamlines processes. For more details, visit the [HokieMart Latest Updates](#) webpage.

Questions? Contact hokiemart@vt.edu.

We Want Your Feedback!

The HokieMart Training Team currently provides a monthly Requestor Training designed for new users. We're exploring opportunities to offer more advanced training sessions and would love to hear your input. Are you interested in an advanced Requestor training, or do you have suggestions for other training topics or resources that could enhance your HokieMart experience?

Please take a moment to share your thoughts through [this brief poll](#). Your feedback is invaluable in helping us better serve you!

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Introducing AI Guided Help with "Adopt" in HokieMart

We are excited to introduce *Adopt*, a new AI-guided help feature now available in HokieMart. This tool provides interactive, in-app guidance to streamline your user experience. Adopt can help users with key searching functions such as saving, filtering, and pinning search results for more efficient procurement processes.

Key Features with Adopt Guides:


- **Filters:** Narrow your search results by applying filters.
- **Saved Searches:** Save specific filters to quickly generate similar search results in the future.
- **Pinned Search Results:** Pin frequently used columns or filters so they remain on your search results screen.

Where Can You Use Adopt?

Adopt is available on the following search engine pages in HokieMart:

- All Orders
- Requisitions
- Purchase Orders
- Procurement Requests
- Invoices
- Receipts

How to Access Adopt

1. Navigate to Orders > Search and select the document type you'd like to search.
2. Once on the search page, click on the *Adopt*  icon to launch the step-by-step guide.

This new feature is designed to help you navigate HokieMart with ease, making your queries faster and more intuitive. For questions or further assistance, please reach out to the HokieMart Support Team at hokiemart@vt.edu.

SWAM Vendor Spotlight: Fresh Baby LLC

Fresh Baby LLC has been dedicated to reducing obesity rates across all age groups for over 20 years by enhancing the way Americans approach nutrition. The company offers a range of products that provide straightforward guidance, enabling individuals to make healthier food and drink choices while reinforcing the U.S. Dietary Guidelines through its partnership with the USDA since 2011. Developed in collaboration with faculty at Western Kentucky University, Fresh Baby is also the exclusive representative of Bingocize®, an innovative health promotion program that combines exercise and education with the engaging format of BINGO. Their offerings support critical moments in the food journey—such as grocery shopping, meal preparation, and portion control—while aligning with federal nutrition programs like SNAP-Ed and WIC. Fresh Baby emphasizes key nutrition messages focused on increasing fruit and vegetable consumption, promoting budget-conscious choices, and encouraging healthy eating patterns to prevent chronic diseases. As a certified HUBZone, Women-Owned Small Business (WOSB), and WBENC, Fresh Baby is committed to positively impacting community health and wellness.



Upcoming HokieMart Requestor Training Dates for 2025

We're excited to announce the monthly HokieMart Requestor training dates for 2025! This hands-on training is tailored for department users with purchasing responsibilities and covers essential resources, HokieMart navigation, and the process for submitting various types of requisitions and payment requests.

Registration is required via PageUp, and all sessions will be conducted virtually via Zoom from 8:30 a.m. to 10:30 a.m.

Training Dates:

- January 29th
- February 26th
- March 26th
- April 30th
- May 28th
- July 30th
- August 27th
- September 24th
- October 29th
- December 3rd

Don't miss this opportunity to enhance your procurement skills!

Training for HokieMart Requestors:



- Oct 30th 2024
- Nov 20th 2024

Registration Required through [PageUp](#)

UPCOMING EVENTS

ABC's of Procurement Part 1 Sign Up on [PageUp](#)

ABC's of Procurement Part 2 Sign Up on [PageUp](#)

PROCUREMENT SPOTLIGHT

Name: Benny Snuffer
Years of Service: 17

What is your role in the Procurement office, and what do you enjoy most about it?

I am a Senior Buyer/Contracts Officer, and I am the “Copier Guy” for the University through various State Contracts, Cooperative Contracts and vendors. I also set up agreements with Pitney Bowes for postage machines for all Cooperative Extensions and AREC’s in the state.

In recent years I have been purchasing all types of vehicles and farm machinery which is also supported through many Cooperative Contracts and through competitive bidding. I enjoy working with all departments that have requirements for any of these types of commodities.

I realized early in my tenure at VT this is a unique environment for buying just about anything when one day I processed orders for bee hives, alfalfa hay and Tyrod Taylor bobblehead dolls.



What’s your favorite project you’ve worked on, and what made it special? Several years ago, after UPS and FedEx notified the University, they would cease delivering packages to students in dormitories because of increased security features within the dorms. They proposed delivering packages for students to Virginia Tech Mail Services for delivery to students. It was decided to use Oak Lane as a Beta site for package delivery to students through us of centrally located lockers, so students receive those packages in the locker system. We issued a Request for Proposal to seek companies that could provide these lockers that could withstand outdoors environments throughout the year. We did finally find one company in Australia which was a challenge find times for telephone negotiations with their CEO. We negotiated a contract that is still in use today and was expanded throughout campus.

What hobbies or interests do you have outside of work? Watching VT Football and basketball since an early age. I was 5 years old when they completed Cassell Coliseum, and my parents took me to basketball games. I enjoy all kinds of music and even played guitar in a rock band while in high school and later while attending Radford University. I enjoy playing golf and going camping. I enjoy movies that involve magic such as Harry Potter, Lord of the Rings, Now You See Me, Men in Black and The Matrix.

If you could travel anywhere in the world, where would you go and why? Italy primarily because Italian food is my favorite.

What’s one goal you have for the next year, either personally or professionally?
Retiring