# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Contact Information</td>
<td>5</td>
</tr>
<tr>
<td>Cost Versus Quantity Receipt</td>
<td>6</td>
</tr>
<tr>
<td>Create a Receipt</td>
<td>7</td>
</tr>
<tr>
<td>Receipt Actions</td>
<td>9</td>
</tr>
<tr>
<td>Attachments</td>
<td>13</td>
</tr>
<tr>
<td>Search for Purchase Order Number</td>
<td>14</td>
</tr>
<tr>
<td>Important Points for Receiving</td>
<td>16</td>
</tr>
</tbody>
</table>
Introduction

Virginia Tech entered into partnership with SciQuest to provide an effective and efficient e-procurement (purchasing) system for the university. This system, HokieMart, allows Virginia Tech:

- To secure better pricing of commonly-used products
- To provide one-stop shopping
- To reduce time and effort in the purchasing process
- To select goods from online suppliers
- To produce cost savings through the use of HokieMart contract suppliers
- To improve business practices with the introduction of initial purchase approval
- To increase efficiency with the use of central invoicing and electronic receiving
- To produce, in conjunction with Banner, accurate and more timely financial information
- To increase the flow of purchase orders to eVA

The basic users in HokieMart are:

1. **Requestor** – individual who initiates the *electronic* purchase of goods and services by shopping and creating a “cart.”
   - **On-Behalf-of-Requestor** – individual who initiates the *electronic* purchase of goods and services “on behalf of” the Requestor who is authorized to use HokieMart.

2. **Approver** – individual designated to *electronically* review/edit and approve purchase requisitions within their delegated purchasing authority.

3. **Receiver** – individual who will *electronically* receive the goods and services.

HokieMart Process:

The Requestor has numerous sources to search for commodities and services and place the chosen items in a “shopping cart.” After placing these items in the “shopping cart” the user will “Check-out.” After “Check-out” is complete, a purchase requisition (PR) will be created.

The Approver electronically receives the PR for approval. After verification, the Approver may either reject part/all of the PR or approve the PR. Approval of the PR will create a PO that is electronically delivered to the vendor.

After HokieMart interfaces with Banner, a Banner PO number is created by the system.

The Receiver verifies receipt of goods/services. All or part of the order may be received depending on delivery (backorders, damaged goods, etc.). After the electronic receipt process is completed, the Controller’s Office will complete the payment process.

Typically, a single user may also serve as both a Requestor and Receiver.
HokieMart enables a central receiving process for the entire university. All invoices created in HokieMart are sent directly to the Controller’s Office. Departments may receive invoices for direct payments and university contracts.

HokieMart is open to the entire university; there should be virtually no paper processing. The responsibility of each user is described in one of three guides: Requestor, Approver, and Receiver.

**QUICK REFERENCE**

**Step 1:** A HokieMart shopping cart is created by a Requestor. A PR # is assigned.

**Step 2:** The PR is either approved (in part or total) or declined (in part or total) by an Approver. A PO # is created and the order delivered to the vendor.

**Step 3:** The order is electronically received (in part or total) by the Receiver. The invoice is processed by the Controller’s Office and is electronically matched to the receiving report in HokieMart. The payment will not be made to vendor unless receiving is complete.
Contact Information

**HokieMart**
Questions concerning HokieMart functions (rejected/pending PRs/POs), appropriate form usage and procedures, vendor receipt of orders, etc. [HokieMart@vt.edu](mailto:HokieMart@vt.edu), 540-231-2020

**Accounts Payable**
Questions concerning the payment of invoices, encumbrances, or credit memos:
Ashley Dunn at [ahosey@vt.edu](mailto:ahosey@vt.edu), 540-231-2544

**Direct Pay**
Questions concerning the use of Direct Pay Form and payment categories:
Ashley Snider at [ajenn07@vt.edu](mailto:ajenn07@vt.edu), 540-231-8615

**Receiving**
Questions concerning electronic receiving and invoice images:

**Invoice Imaging**
Rebecca Goad at [rg91acct@vt.edu](mailto:rg91acct@vt.edu), 540-231-9308

**Banner Reports**
Questions concerning Banner Finance reports:
Cammie Tucker at [camillet@vt.edu](mailto:camillet@vt.edu), 540-231-3005

**HokieMart Roles**
Questions concerning updating/adding HokieMart roles (Requestor, Receiver, Approver):
Cammie Tucker at [camillet@vt.edu](mailto:camillet@vt.edu), 540-231-9260

**International Tax Payments**
(US Non-Resident):
Kim Myers, [kiharve1@vt.edu](mailto:kiharve1@vt.edu), 540-231-7586

**Wire Transfers**
Questions concerning wire transfers: April Everhart, [aprilee@vt.edu](mailto:aprilee@vt.edu), 540-231-8608

Note – Wires are processed for international payments only. Allow 10 business days from when the request is received in the Controller’s Office for processing.

HokieMart Information

Issues of the HokieMart Newsletter, The Cart, may be found on the Procurement website:
http://www.procurement.vt.edu/hokiemart/cart.html

Current HokieMart User Guides may be found on the Procurement website under HokieMart Reference Materials: http://www.procurement.vt.edu/hokiemart.html
Cost Versus Quantity Receipt

Ninety-nine percent of the time, Receivers will process a Quantity Receipt for goods. A Cost Receipt is used for contractual services which are invoiced in incremental payments (consulting, etc.) in which payments are made at the end of each period that the service is completed. If you have questions, please contact Rebecca Goad, rg91acct@vt.edu 231-9308.

<table>
<thead>
<tr>
<th></th>
<th>Receiving Needed</th>
<th>Cancellation Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Punchout/Hosted Catalog Forms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Catalog Form</td>
<td>Receiving Needed</td>
<td>Cancellation Needed</td>
</tr>
<tr>
<td>Direct Pay</td>
<td>Receiving Needed</td>
<td>Cancellation Needed</td>
</tr>
<tr>
<td>Prepayments on any HokieMart Form</td>
<td>Receiving Not Needed</td>
<td>Cancellation Needed</td>
</tr>
<tr>
<td>IPRs and ISRs</td>
<td>Receiving Not Needed</td>
<td>Cancellation Needed</td>
</tr>
<tr>
<td>Reimbursement Request</td>
<td>Receiving Not Needed</td>
<td>Cancellation Needed</td>
</tr>
<tr>
<td>Travel Agency Authorization</td>
<td>Receiving Not Needed</td>
<td>Cancellation Needed</td>
</tr>
</tbody>
</table>
Create a Receipt

1. Click the magnifying glass in the upper right hand corner of the HokieMart screen:

2. Search for the Purchase Order Number or search for the Requisition Number (also located on the drop down menu below PO Number, by clicking the down arrow).

   - Click on the magnifying glass or hit enter.

3. From the Available Actions drop-down menu:
   - Choose “Create Quantity Receipt” OR “Create Cost Receipt.”

   - Click “Go.”

4. The receipt can now be viewed. (continued on next page)
5. Type in the number of items received in the quantity box if different from quantity ordered.

![Receipt Lines](Image)

6. Choose the desired action from the drop-down menu.

![Line Status and Actions](Image)

7. If you have entered notes,
   - Click “Save Updates.”

8. To finalize the receipt, click “Complete.”

The user will be provided with a Receipt No for the PO.
User may click on the Receipt Number to view the receipt or click on the PO number to view the entire PO. By clicking on the Receipts tab, the history of the receipt will be available.

Receipt Actions

There are **FOUR** receipt actions.

1. **Received Action**— All items that were ordered are received.
   Example: 20 tubes ordered, 20 tubes are received. Perform a receipt action in HokieMart for the 20 boxes.

Follow above instructions for “Create a Receipt.”
2. **Returned Action**- All items ordered arrive and a receipt action is performed. It is later determined that part/all of the items need to be returned (damaged, wrong item, etc.)

**Example:** 20 test tubes are ordered and receipt action is performed in HokieMart. It is later determined that 5 were broken and need to be returned. Perform a **second receipt** to return the 5 broken items.

First receipt **received** all 20 test tubes.

![Receipt Lines](image)

**Partial Receipt**

Second receipt **returned** 5 of the test tubes.

![Receipt Lines](image)

Be sure that the quantity of items is adjusted to the total that user is returning.

Follow instructions for “Create a Receipt.”

If the 5 test tubes **will not be replaced on the current PO**, perform a cancelled receipt.

**IMPORTANT:** A note must be placed in the Notes section whenever a PO is cancelled.
3. **Received/Returned Action**—All Items That Were Delivered and Returned on the Same Date

**Example:** 20 test tubes were ordered; 20 test tubes were delivered but were broken. Receive/return the 20 test tubes. In the “Notes” section, please notify the Controller’s Office of the status of the order.

- **IMPORTANT:** When receiving and returning the 20 test tubes, the line status must be set to “Received” then click “Receive & Return” button.

If the 20 damaged test tubes will not be replaced, perform a cancelled receipt:

**IMPORTANT:** A note must be placed in the Notes section whenever a PO is cancelled.

Complete the receipt following instruction on previous pages.
4. **Cancelled Action**- Perform a “cancelled” receipt action when item will not be replaced on the current PO. Example: 1 computer was received but monitor was broken and the computer/monitor will not be replaced.

If the computer was actually received on premises it must be cancelled:
Perform a received receipt.
Perform a returned receipt.
Perform a cancelled receipt.

If the computer was **not** actually received on premises:
Perform a cancelled receipt.

Follow instructions for “Create a Receipt.”

**IMPORTANT:** A note must be placed in the Notes section whenever a PO is cancelled.

The department is not required to perform a receiving action on an Interdepartmental Service Request (ISR), an Interdepartmental Printing Request (IPR), Travel Agency Authorization (TAA), and Prepayments. **But, when an encumbrance needs to be removed in Banner, a cancellation must be performed for POs created on these forms.**
Attachments

When creating a receipt an attachment can be added such as delivery slips or packing slips.

- Follow the above instructions for “Create a Receipt”. In the “Header Information” box, there is an option to “Attach/Link” a document.

- To find a file to attach, click the “browse” button. Once the file is located click “Attach Document”.

- A URL or link to a document can also be used when attaching a document. After typing in the URL or link click “Link Document/URL” to attach.
**Search for Purchase Order Number**

If the PO Number is not known and the goods or services have been received, a search for the PO can be performed by using the “my purchase orders” tab.

- Click the down arrow beside your name in the upper right hand corner
- Click on “My Completed Purchase Orders”

A complete listing of purchase orders will be displayed.

- Click on the desired PO number to view complete details of the PO.

![PO Search Table](image-url)

![PO Details](image-url)
Special Feature

Reopen or Delete a Receipt

Many times users make a mistake on a Receipt by keying the wrong quantity or the wrong dollar amount. User may now reopen a receipt to make edits or delete the receipt. A “reopen” button will now appear on the Receipt.

When reopening the Receipt, the user will be forced to enter a comment regarding the reason why they are reopening the Receipt. This comment will be recorded in the Receipt history. After entering the comment, the Receipt will be in draft mode and will allow the user to make edits or delete the receipt completely.

In some instances the Receipt may not be reopened if the Receipt has an invoice that has been completed against the PO or the Receipt has been exported into Banner (occurs each day exactly at 10:00 AM and 3:00 PM.)

IMPORTANT: This means that a receipt that is entered after 3 PM must be edited or deleted prior to 10AM the following morning. Also, for a receipt entered after 10 AM, it must be edited or deleted prior to 3 PM the same day.
IMPORTANT POINTS FOR RECEIVING

The accurate received date must be entered in HokieMart. Please note that HokieMart receiving date defaults to the current date. To accurately enter the correct receiving date, the Receiver must actively change the default date.

Prepayments/Reimbursements do not need a receiving action. However, paperwork must be sent to the Controller’s Office. This will prompt the Controller’s Office to process the payment.

Prepayments, Interdepartmental Service Requests (ISRs), Interdepartmental Print Requests (IPRs), and Travel Agency Authorizations (TAAs), do not require a receiving action. The service provider processes the charge electronically in Banner or forwards electronic charge file to the Controller’s Office.

Payments to individuals other than reimbursement (including honoraria, scholarships, fellowship services, human subjects) should have the Banner ID# written on it. Please do not put SS# in the description field.

Before performing a receiving action, check the PO History to verify that the PO has not been received already.

If more items were received than ordered and the department decides to keep the over-shipment, the total number of items received should be entered on the receiving form. Enter a note on the receiving form, “Supplier over shipped and department wants to keep over-shipment.”

Excerpts from Procedure 20305: Receiving Reports

“The employee who receives the goods and verifies the quantity and condition must then complete a receipt in HokieMart and record the date the goods or services were received with his/her HokieMart User ID.

This receipt will be reviewed by the Controller’s Office when the invoice is received for payments. Departments should keep in their files packing slips and/or, bills of lading. The receiving reports are stored electronically and do not need to be printed and sent to the Controller’s Office for payment.”

If the individual creating the received receipt in HokieMart is not the individual who physically received the goods, the Controller’s Office recommends that the individual creating the receipt in HokieMart attach the signed (signed by the individual who physically received the goods) packing slip in HokieMart.