



How Do I Buy or Handle...

Express Shipping (Outbound)

Description

For departments needing to arrange for express outbound shipments, departments can utilize contracts with UPS and FedEx for express delivery services. Contact Procurement buyer Kim Widrig for instructions on how to set up an account for shipments.

Buyer Contact Information

Kim Widrig
kdcromer@vt.edu
(540) 231-8543

Purchase Process

Invoices for express shipping should be entered in to HokieMart using the Non-PO Payment Request Form using pay category C1 – Freight-Outbound Heavy Haul. C1 purchases are limited to purchases less than \$200,000 in total value. A complete listing of pay categories can be found [here](#).

Step by step instructions on entering a Payment Request Form in HokieMart can be found [here](#).

If a vendor requires a purchase order for this transaction, or the total cost exceeds the \$200,000 limit, then the non-catalog form should be used to generate a requisition, rather than using the Non-PO Payment Request Form.

For more information contact:

- Procurement 540-231-6221
- Or hokiemarket@vt.edu