

# **The Ledger**

*A Newsletter of the University Controller's Organization*

Website: <http://www.controller.vt.edu>

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## **Inactive Addresses Updated in TEM**

A new process was put into place on August 19, 2016 that runs each night to update an inactive address in the Banner Travel & Expense Management System (TEM). The process will update the profile, any reimbursement documents (TR) that are in-process or submitted status, or any advance document (TV) that is in-process or submitted status.

This process should eliminate the need to manually update the employee profile when a new address is created in Banner and the old address is inactivated. If there is no active address in Banner, the inactive address will not be updated.

Please contact Lynn Meadows, Travel Supervisor ([dlynnm06@vt.edu](mailto:dlynnm06@vt.edu) or 1-8551) with any questions regarding this new process.

## **Contract Moving and Relocation Vendors**

University employees should be using vendors that are under contract for university paid moving and relocation. Information regarding Virginia Tech vendors for moving and relocation services is available on the Procurement Department website at <http://www.apps.vpfin.vt.edu/contracts/> (enter "Moving" in the "Search Contacts for:" box, select "Apply", scroll down to find moving/relocation vendors).

If an employee uses a vendor other than a contracted moving vendor, the employee pays the vendor directly and seeks reimbursement from the university. The employee should document the cost savings to the university when not using a contract vendor.

The direct pay category A12 from university policy 3220 will only apply to contracted vendors as it relates to Procedure 20345 and as approved by Accounts Payable.

Requisitions and invoices for contracted vendors should be entered into Hokiemarkt against the contract number. This allows Hokiemarkt to capture the contract spend and helps with data analysis at the time of contract negotiations.

Please contact Valerie Jones, Travel Analyst ([jonesvl@vt.edu](mailto:jonesvl@vt.edu) or 1-8617) with any related questions.

## **Kroger Billing Credit Applications and Updates to Current Accounts**

The University maintains a master billing account for use by departments at local Kroger locations in Blacksburg. To use this account, departments must individually complete a Charge Account Application. For existing accounts, Kroger may also request departments complete a "Charge Account Update Form". Both of these forms can be obtained at the Kroger store. For either form, departments should fill out the first page only with your department information. Do not sign the form. After completing the first page, send the form to Brandon Webb in the Accounts Payable Office (Controller's Office 0312, North End Center, Suite 3300, 300 Turner Street NW, Blacksburg, Virginia 24061). The Controller's Office will attach the approved Terms and Conditions for the university, sign in the appropriate areas and return the form to Kroger. Departments will then be contacted by Kroger with information that the account has been activated or updated.

## **Virginia Tech Launches New Inbound Freight Savings Program**

VT Procurement is implementing a new inbound freight savings program. The new program is being launched campus wide on or around September 1, 2016 and departments will not have to do anything different to realize the savings. Shipping costs under the new program is projected to be up to 35% cheaper than the shipping and handling charges traditionally charged directly by university vendors. The reduction in the cost of bringing goods to campus will be realized directly by each department with lower overall expenses of purchasing the same product and receiving it in the same time.

There will be no change on how we order or interact with our suppliers. All orders will still be placed through HokieMart. Additional instructions to our suppliers will be automatically added to purchase orders and shipments will take the same amount of time to arrive on campus as they have in the past.

The shipping savings program will be provided by our contracted agent Vantage Point Logistics (VPL). VPL will serve as a third party intermediary between the University, Federal Express (FedEx), and our suppliers. Instead of suppliers charging the university their own shipping rates, suppliers will use the University's inbound freight FedEx account number for shipments. FedEx will invoice VPL directly for shipping charges, and VPL will invoice the University electronically for FedEx shipping charges (at FedEx's most favorable contract rates). Orders that have free shipping will not be included in this program.

Under this new freight savings program, a separate invoice referencing the original PO number will be sent electronically to the University by VPL. The shipping charge will be paid directly to VPL and the payment will show as a separate line on budget reconciliation reports under account code 12191, Inbound Freight Services – Contracted.

Additional FAQ's about this program are posted and will be updated on the procurement website (<http://www.procurement.vt.edu/VPL/VPL.html>). You may also call VPL customer service at 1-855-826-8200 or email the HokieMart helpline at: [HokieMart@vt.edu](mailto:HokieMart@vt.edu).