



Employee Moving and Relocation Vendors

University employees should be using vendors that are under contract for university paid employee moving and relocation. The information regarding Virginia Tech vendors for employee moving and relocation services can be found on the Procurement Department website by clicking [here](#) or by visiting the website at : http://www.procurement.vt.edu/Department/coop/coop_list.html.

- Click on “VT Contracts” in the navigation bar on the left
- Type “Relocation” in the “Search Contacts for:” box
- Select “Apply”
- Scroll down to Travel/Relocation vendors. There will be a list of moving and relocation vendors shown below.

If an employee chooses to use a vendor other than a contracted moving vendor for their move, 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 HokieMart against the contract number. This allows HokieMart to capture the contract spend and helps with data analysis at the time of contract negotiations.

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Please contact Valerie Jones, Travel Analyst (jonesvl@vt.edu or 1-8617) with any related questions regarding employee moving and relocation.

INBOUND Freight Program is now LIVE

On September 6, the university converted over to a new Inbound Freight Program. All of our vendors are now being notified on the purchase order to utilize a FEDEX inbound freight account for all shipments that were “prepaid and add”. Any orders that offer free shipping are not affected by this new program.

After three weeks using the new inbound freight program, the university is already seeing shipping savings caused by this implementation.

For frequently asked questions about this program or to learn more about it, click [here](#) or visit the website at <http://www.procurement.vt.edu/VPL/UnilnboundFreightImplemented.html>.

New University Contract Awarded – Bright Ideas, LLC for Promotional Items

Bright Ideas can be your creative partner to help meet your marketing and business goals using unique, memorable promotional products.

The University has executed a campus-wide contract with Bright Ideas, LLC to provide promotional products. A certified SWaM (woman-owned) company, Bright Ideas has been servicing Virginia Tech for more than 10 years. The company is located in Charlottesville and has a sales staff that can meet in person with Virginia Tech buyers. Even for satellite locations of the university across the Commonwealth, Bright Ideas is positioned with sales staff that can service those locations.

With access to thousands of promotional products, Bright Ideas has a robust website (<http://www.gobrightideas.com>) with the 3500 most popular products to help you meet the business goals of your department. Bright Ideas handles all decoration techniques from screen printing to embroidery to laser engraving and other unique methods to really make your message stand out. They are registered and licensed to replicate Virginia Tech marks and logos as required.

The new contract allows for a minimum of 12% discount off published price list. Shipping will be handled through the university's inbound freight program via FedEx.

Set up fees are waived when the purchase price for each item in quantity totals \$2500 or more. Bright Ideas will provide product samples when requested and electronic proofs at no additional cost.

Once a quote from Bright Ideas is finalized through their sales staff, any requisition submitted referencing the Bright Ideas contract number, VTC-437-2017 will be delivered directly via HokieMart to Bright Ideas for processing without further procurement requirements. If you purchase promotional items for your department, this contract is a great solution to purchase above the \$2K departmental delegation. The new contract is available to all departments of the university.

Contact Hokies@GoBrightIdeas.com for sales/quote assistance or visit their website at <http://www.gobrightideas.com>

Contract Corner

Contract Corner is used to provide new/ additional information on Contract Issues.

NEWEGG Punchout Catalog – Things to Remember

Purchases have increased through the NEWEGG punchout catalog on HokieMart. It is important to remember that NEWEGG does not process backorders. If an item you have ordered is not available, NEWEGG does not place that order in a backorder status. You will need to reorder that item at a later time OR find another vendor that supplies the out of stock item. This is a NEWEGG corporate decision to not handle backorders.

All orders for NEWEGG should be placed in the punchout catalog within HokieMart. At no time should orders be purchased from the NEWEGG.com website and paid for with the p-card now that we have a punchout catalog available to the university via HokieMart.

Enterprise Rental Car Reservations

When reserving a car online with Enterprise to conduct university business, be sure the Customer ID field is populated. When you use the online reservation link below, the rental is automatically linked to the Virginia Tech account. As you go through the reservation process, the Customer ID will come up on the last screen. If you are making the reservation at the branch or by phone, you will need this Customer ID number to identify the rental as a Virginia Tech approved rental. This Customer ID number links the rental to our insurance policy and to our contract. Without the Customer ID number, the rental is assumed to be personal and is not covered under the University's insurance policy. If you are making a reservation at the branch level and need this Customer ID number, please contact Kim Dulaney in the Procurement office (1-8543).

Information regarding vehicle rentals and the link to make online reservations, which is the preferred method of reserving a vehicle, can be accessed at this link: <http://www.procurement.vt.edu/Department/Procedures/carrental.html>

When reserving a car using the online reservation link with Enterprise while conducting Virginia Tech Business, Be sure to utilize the Customer ID when making the reservation. When reserving online, be sure the Customer ID is populated in the appropriate field. This identifies the rental as business and is covered under the contract insurance guidelines. Without this Customer ID number, the rental is assumed to be personal travel and is not covered under the contract or insurance.

For information regarding vehicle rentals, please see the Procurement Procedures Page.

<http://www.procurement.vt.edu/Department/Procedures/carrental.html>

The Cart is distributed on an "as needed" basis. We appreciate your input.

Please email hokiemart@vt.edu with the subject line: The Cart Suggestions.

Business Expo 2016

Sponsored by The Montgomery County Chamber of Commerce

Connect with vendors and Montgomery County Business Leaders; B2B Networking.

When: November 9, 2016

Where: The Inn At Virginia Tech, 901 Prices Fork Rd., Blacksburg, VA

Time: 2:00—5:30 pm Open to the Public

5:30—7:30pm Business After Hours

For more information: call 540-382-3020 or

Email: chamber@montgomerycc.org



Successful SWaM Vendor Fair

Virginia Tech hosted our Annual SWaM Vendor Fair on September 7 at The Inn at Virginia Tech. Faculty and Staff from campus were able to meet and speak with representatives from 61 certified SWaM firms. Thank you to all who attended. Reminder that the 2017 SWaM Vendor Fair will be held at Cassell Coliseum on September 6, 2017. Mark your calendars!