



Come Fly With Us

Receive a discount when buying a Delta or United airline ticket through one of our travel agencies.

The University has initiated a new savings program with Delta and United airlines. Here are the benefits to you:

- 2% to 4% discount off flights
- 24/7 Live Sale Support through Delta
- Delta Skymiles still accumulate for the traveler
- Easier complimentary preferred seats upgrade to best main cabin seating

Through our new airline savings program, employees can receive these benefits if you book flights through one of our travel service agencies. A list of our travel services can be found at: www.apps.vpfin.vt.edu/contracts/index.php.

Type “travel” in the search bar. A list of travel agencies can also be found below:

- Martin Travel
- Covington Travel Services Inc.
- Shorts Travel Management
- Uniglobe

Airline tickets purchased, through one of our contracted travel services, can be processed on a Travel Agency Authorization form in HokieMart.

What’s Up Dock?

Does your building have a loading dock? If not, please note this in the external notes on your HokieMart requisition.



Vendors have trouble delivering large orders to departments if they are not aware that the building doesn’t have a loading dock. Please specify where to deliver (front door, side door, etc.) when creating your HokieMart requisition.

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New to the Procurement Page

Please check out our “Before I Buy” and “How Do I Buy” sections located on the Procurement website.

Our website now has instructions on various procurement procedures. The “How Do I Buy” webpage lists the most common commodities that departments have questions about purchasing. If there is a commodity that you would like added to the page, please contact us. Look for “How Do I Buy” on the “Information For Departments” link from our homepage.

Used Equipment

The purchase of used equipment can provide significant cost savings and is encouraged whenever practical. For guidance regarding buying used equipment see our “Before I Buy...” webpage: <http://www.procurement.vt.edu/departments/guidancespecificsituations.html>

ABC's of Procurement

Procurement offers a two-part training class designed to overview the why's and how's of purchasing goods and services at Virginia Tech.

These new training sessions will help you become familiar with our procurement process. You will not need to take Session 1 before taking Session 2.

Topics covered in Session 1 are an overview of procurement and departmental purchases, restricted and commodity specific purchases, and university term contracts. Session 2 topics will cover an overview of HokieMart, university issued purchasing cards (P-cards), SWaM, and our university inbound freight program.

Register for each session separately through UOPD Coursewhere website: <http://uopd.vt.edu/diversity-development/current-offerings.html>.

Online registration is now open to attend the:

2017 SWaM Vendor Fair!

Sponsored by the Virginia Tech Procurement Department / Supplier Diversity



This is the annual showcase for Small, Woman-owned and Minority-owned businesses, with VT and/or VASCUPP contracts. These are vendors who are interested in doing business with Virginia Tech and you. Meet and talk with the vendors directly:

Come out for a fun filled time to meet 50 or more vendors who can meet your departments needs. There will be some great door prizes and lots of free stuff. Look for event updates.

Wednesday, September 6, 2017
Cassell Coliseum

Register Now: www.procurement.vt.edu

**FREE
ADMISSION**

Remember to include SWaM Vendors as a piece of your purchasing plan.

Hard Drives - Wipe It Before Sending to Surplus Property

It is the responsibility of university departments to assure all computer hard drives are free of all data and software before they are transferred outside of the department. Before sending to Surplus Property any components that contain a hard drive, be sure the data is completely wiped as a precaution. A final data cleanse and inspection of the equipment will happen in Surplus Property by trained IT staff before any equipment is sold or destroyed through the surplus process.

New Fast Track Team!

To better serve the campus, Procurement has created a fast track processing team that specifically handles requisitions under \$10,000. We are continuously working to improve the turn-around time for getting orders processed to vendors.

If you need an order processed faster, when submitting a requisition that is between two-thousand (\$2,000) and ten-thousand (\$10,000) dollars, attach a matching quote to your requisition. That will help speed up the processing.

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.

Contact Name on HokieMart Purchase Requisitions

Please be sure to enter a “contact name” in the shipping information on purchase requisitions in HokieMart. Many vendors will not ship to Virginia Tech (such as Dell) if a contact name is not part of the shipping instructions. If you need assistance in adding the “contact name”, please contact the HokieMart helpline at 231-2020.

Don't Give Your Money Away!



Some vendors offer special discounts for early invoice payment. Timely receiving by your department can help capture these discounts and put that money right back into your department funds.

Pipette Service

Be aware of non contracted vendors calling on the campus to service pipettes. Virginia Tech has contracts in place with Carlton Scale, BioTek and The Scale People. We encourage the use of contracted vendors for this type of service.

Contract Corner

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



New Contracts Available for Your Use!

<u>New Campus Wide Contracts</u>				
Contract Number	Contractor Name	Contract Title	Start Date	Notes
UVA1775710	Bioline USA Inc	Laboratory Supplies, Reagents and Chemical Disposables	1/1/2017	Punchout
E194-76156 CZM	Carl Zeiss Microscopy	Microscope and Accessories	3/1/2017	
UCPJMU4629	Carolina Biological Supply Company	Scientific Equipment Supplies and Chemicals	4/1/2017	
UVA-1787385	Charles River laboratories Inc	Laboratory Equipment Supplies and Services	2/1/2017	
VTG-546-2017	Fisher Scientific Company LLC	General Laboratory Supplies and Equipment	4/7/2017	Punchout
E1974-76156 IM	I Miller Precision Optical Instruments	Microscope and Accessories	3/1/2017	
UCPJMU4634	Life Technologies Corp	Scientific Equipment Supplies and Chemicals	1/1/2017	Punchout
E194-76156 MMC	Martin Microscope Company	Microscope and Accessories	3/1/2017	
UVA-1780382	New England Biolabs	Laboratory Equipment Supplies and Services	2/28/2017	Hosted
UVA1768384	Promega Corporation	Laboratory Equipment Supplies and Services	2/3/2017	
7154644AZ-04	Quality Biological Inc	Laboratory Equipment Supplies and Services	2/2/2017	Hosted
VTS-612-2017	Richmond Commercial Services	Moving and Hauling Services	6/1/2017	
UVA1811204	Sigma-Aldrich Inc	Scientific and Chemicals	4/24/2017	Punchout
UVA-1828595	Sterilelink Inc	Laboratory Equipment Supplies and Services	3/1/2017	
UVA-1779132	The Remi Group Inc	Research and Development Goods and Services	3/15/2017	

New Punchout Catalogs are available on the HokieMart Showcase (aka the HokieMart Home page)



Fisher Scientific Updates

Christopher Haseleu is the new Virginia Tech sales representative. Christopher can be reached at 540-629-3516 or Christpher.haseleu@thermofisher.com.

Think of Fisher Scientific for the following SAFETY products:

- Safety & Personal Protective Equipment (PPE)
- Respiratory
- Facility Safety, Maintenance & First Aid
- Instruments for Hazardous Chemical and Gas Detection
- First Responder PPE and Equipment