



### How will Tariffs on China affect VT?

Virginia tech can expect price increases in several commodity areas due to tariffs on Chinese goods imported to the US.

Areas affected include:

- Air and gas compressors
- “Lifting equipment” such as cranes
- Large agricultural vehicles like plows, mowers, & tractors
- Specialty motor vehicles
- Livestock equipment like dairy milkers and chicken incubators
- Printer and copy machine parts
- Generators (DC & AC)
- Transformers
- Industrial magnets
- Radio & radar equipment
- Television parts
- Video-recording equipment parts
- Resistors
- Circuit breakers
- LEDs
- Microscopes
- Telescopes
- Lasers
- X-rays, pacemakers, & other medical equipment
- Pressure gauges and spectrometers, & other scientific equipment
- Plastic pipes & tubes
- Industrial chemicals
- Measuring equipment
- Irrigation systems

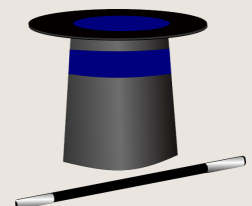
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### Amazon Tips & Tricks



It is important to contact Amazon through “Where’s My Stuff” if a package is not delivered, damaged, or the wrong product. Amazon will not start returns or refunds without timely notification by the person placing the order.

Another important thing to remember is to “receive” Amazon orders (and all other vendors) in HokieMart within 20-30 days to meet prompt pay requirements.



## Departmental Delegation Reminders

- Departmental Purchasing Delegation was raised to up to and including \$10,000 effective July 23, 2018.  
-[Departmental Purchasing Delegation Video](#)
- Using proper account codes is very important for proper workflow routing in HokieMart  
-[Account Code List](#)



## Coming Soon: Uniform Guidance Rules

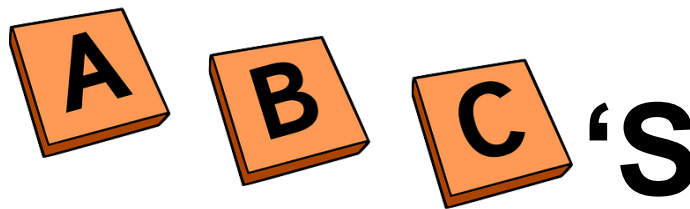
- Uniform Guidance are consolidated procurement rules issued by the federal government that are required to be applied to all sponsored project funded purchases.
  - A new sole source justification form will be coming soon.
- The new form will make sole source justification easier!
- Procurement is currently training staff on new rules and there will be a specialized team to process sponsored program procurements over \$10K.
- Classes will be scheduled this fall to share more information on uniform guidance.

## Upcoming Classes

Register through the [UOPD website](#)

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

- **ABC's I** - Topics covered include an overview of procurement and departmental purchases, restricted and commodity specific purchases, and university term contracts.  
Next Session:  
-November 15th
- **ABC's II** – Topics will cover an overview of HokieMart, university issued purchasing cards (P-cards), SWaM, and our university inbound freight program.  
-October 12th  
-December 5th



**Contract Administration Training** -You, as a contract administrator or user of a Virginia Tech contract, have certain responsibilities. This class will give you an overview of what is expected as a contract administrator or contract user. It will also give you the opportunity to clarify any information regarding contracts at Virginia Tech

Next session:  
-November 7th



## Updates to the VPL Inbound Freight Program

UPS is now the preferred inbound shipper through Vantage Point Logistics (VPL). Vendors can still choose to use FedEx, but there is a new account number.

Inbound freight rates through UPS have dramatically dropped so there is greater savings available to the university. All purchase orders contain these instructions for our vendors:

*“If small package shipping charges apply, bill third party to UPS [REDACTED]. Standard orders default to ground shipping. Expedited orders can ship via the express mode necessary to meet the required delivery date. If you cannot use UPS, bill third party to FedEx [REDACTED]. Insert VT PO# in Recipient Address Line 2 Field (or) the Attention Field. If LTL shipping charges apply or has a combined package weight exceeding 150 lbs, call 1-844-875-7444 or email [LTL@vplmail.com](mailto:LTL@vplmail.com) for pick-up and delivery instructions.”*

The inbound freight program does not apply to vendors who offer free shipping to the university.

## How Do I Know Which Vendor To Use

Don't waste your time searching the internet to find a vendor! The Procurement department has a complete list of contracted vendors listed on our website. Visit the [Procurement website](#) to locate State, VT and Cooperative Contracted vendors, plus their contact information. If you still can't find what you are looking for, please contact us at 540-231-6221.



### Contract Corner

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



### New Punch Out Catalog in HokieMart

Medline Industries, Inc., is a contract vendor that manufactures and distributes medical products.

Rep: Noel Clausen, [nclause@medline.com](mailto:nclause@medline.com), Cell 847-361-3234

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The Cart is distributed on an “as needed” basis.

We appreciate your input.

Please email [hokiemart@vt.edu](mailto:hokiemart@vt.edu) with the subject line: The Cart Suggestions.