

THE CART

What's happening in Procurement at Virginia Tech

June 2023

Our New Amazon Business Strategic Adoption Manager

Please welcome our Amazon Business Strategic Adoption Manager, Kelsey Bowen! Kelsey is a resource to all departments, actively assisting campus with their Amazon account and purchasing experience. Here's a little bit about Kelsey and her role with Amazon:

“My name is Kelsey Bowen and I am a 2012 Hokie graduate, alongside both of my siblings (2009 and 2019). In our family, “the happiest place on Earth” is not Disneyworld, but Blacksburg! I am thrilled at the opportunity to partner together as your Amazon Business Strategic Adoption Manager. My role is to ensure the most positive purchasing experience for each Virginia Tech purchaser, while identifying spend patterns and cost saving opportunities within your account. Please contact me to schedule an introductory meeting so that I can learn more about your purchasing needs, and can assist with streamlining the purchasing process within your department. GO HOKIES, Ut Prosim!”



Kelsey Bowen
Strategic Adoption Manager
Amazon Business
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Contact Information

We're here to help you! It's difficult to keep up with all the contact information for various help-lines when you have a question. See below for a quick reference on who to contact for all your Procurement and Finance related questions!

Procurement Department

- hokiemart@vt.edu - HokieMart helpline, including questions concerning HokieMart functions (rejected/pending PR's and PO's), appropriate form usage and procedures, vendor receipt of orders.
- procurement@vt.edu - General Procurement questions
- purchasecard@vt.edu - Small Purchase Card questions
- [HokieMart New Supplier Process](#) - Can be used to update supplier information when you are ready to place an order

Controller's Office

- genactg@vt.edu - New HokieMart user access or general HokieMart access related questions
- acctpay@vt.edu - Accounts Payable helpline, including questions concerning payment of invoices
- vtinvoices@vt.edu - Invoice submission by vendors

How to Lease Off-Campus Spaces Needed for University Departments

In accordance to University Policy 5400, Virginia Tech departments wishing to lease spaces off campus including storage/warehouse and residential space not covered by the university travel policy - may submit a space request via their space representative to the Office of University Planning online. Upon approval of the space request, Real Estate Management will collaborate with the department to identify appropriate space and assist in the leasing process. Partnering with Real Estate Management helps prevent individuals from being personally liable for leases and obligations. Questions can be directed to Heidi Myers at (540) 357-1586.

CONTRACTS CORNER

Important Notice Regarding Thermo Fisher Scientific Chemicals Inc

Effective immediately, all departments should cease placing their chemical orders through Thermo Fisher Scientific Chemicals Inc. and place them through Fisher Scientific Company LLC instead.

Procurement has confirmed with Fisher that they can fulfill these chemical orders and there is no need to purchase them through a separate entity of Fisher.

For any chemicals not listed in the punchout catalog, please contact Will Rinehart (William.rinehart@thermofisher.com, 540-629-3516) for a quote.

Where to go to get help with Customs or Import Goods Issues?

Virginia Tech has a customs broker who can assist any department or unit at the university with customs or import of goods issues. Don't try to handle customs-related issues on your own. AirSchott Inc is the University's partner and has the legal capacity to represent the university in assisting with customs and import issues of goods. Procurement has an informative overview of AirSchott at this link, "[How Do I Buy](#)". This link also contains an estimate of fees as well as contact information for AirSchott.

DID YOU
KNOW?

Electron-Beam Lithography System

Procurement recently helped the Bradley Department of Electrical and Computer Engineering to procure an Electron-beam Lithography (EBL) System.

This system utilizes a focused beam of electrons in order to draw custom shapes on a surface covered with an electron-sensitive film called a resist. This specific EBL System was purchased from JEOL USA, INC. and is nearly twice as strong as competing EBL systems. This will be the first EBL systems of its kind in North America, with only two others currently in existence in the world. This system will be housed at the Virginia Tech Corporate Research Center, located in Blacksburg, VA. If you or your department need assistance in the future with purchasing large equipment, please contact the [Procurement department](#).

Hands On
Training for
HokieMart Requestors
Now Being Offered:

**HOKIE
MART**

- July 26th 2023 (Zoom)
- Aug 30th 2023 (In Person)
- Sept 27th 2023 (Zoom)
- Oct 25th 2023 (In Person)
- Nov 29th 2023 (Zoom)

Registration Required
through [PageUp](#)

UPCOMING EVENTS

ABC's of Procurement Part 1
Sign Up on [PageUp](#)

ABC's of Procurement Part 2
Sign Up on [PageUp](#)



Have Suggestions?

Tell us how we are doing by using
the link below:

[Give us your feedback](#)

PROCUREMENT SPOTLIGHT

Name: Emily Woodring

What are your main duties/commodities: Updating Vendor ID's in Banner

Favorite Sport to Watch: Football
Favorite Team: The Dolphins

Favorite Holiday: Christmas

Favorite Item from Starbucks:
Chai Tea Latte

Hobbies or what do you do in your spare time: Crocheting and Cross Stitch

Favorite Animal: Elephants
Current Pet/s: 3 cats and 1 dog
Favorite TV Show: Psych

Talents your proud of: I'm proud to be a great listener and a quick learner.

What are you most thankful for:
My family.

If you had to pick one word to describe yourself, what would it be:
Easygoing

Who is your biggest role model:
My twin sister, Ashley



What is your idea of a perfect vacation: Camping in the middle of nowhere and enjoying nature.

Mountains or Ocean: Mountains
Summer or Winter: Summer
City or Country: Country

What is your favorite Phone App:
Instagram

Where are you from and where all have you lived: I'm originally from Richmond, VA and moved to Blacksburg in 2010 with my family and have been here ever since.