

Graduate Student HokieMart Procedures

- HokieMart website: www.hokiemart.vt.edu
- Please meet with your faculty advisor to determine if you will be ordering supplies, and if you need access to HokieMart.
- In order to gain access to HokieMart, please see Dana Keith in Cheatham RM100, to fill out a HokieMart Access Request Form.
- Please review the HokieMart requestor user guide: http://www.procurement.vt.edu/content/dam/procurement_vt_edu/hokiemart/user_guides/requestor.pdf)
- After reviewing the user guide, please make an appointment with your administrative assistant for a personal training session.
- When submitting requisitions through HokieMart, you will be submitting orders on behalf of your administrative assistant.
- After submitting a requisition, please write down the requisition number listed at the top of the order summary page and email it to your administrative assistant. This will alert them that an order has been placed on their behalf.
- Please be aware that it may take several days for requisitions to be approved and a purchase order created and sent to vendors.
- URGENT ORDERS: Marking HokieMart orders as “Urgent” does little to speed up the process of the order. Please work with your administrative assistant to discuss the best way to handle the occasional urgent order.
- After your order arrives, please sign and date the packing slip and give it to your administrative assistant. If your administrative assistant is out of the office, please give the packing slip to another administrative assistant, or leave it in the mailbox of your administrative assistant.
- Vendors are paid based on the date an order is received. All packing slips must be turned into your administrative assistant (initialed and receipt date noted) within 48 hours of receipt of goods. This is necessary to insure the prompt payment of the invoice. Several vendors (e.g., Fisher Scientific) must be paid within 15 days of the receipt of goods, so orders need to be received in HokieMart promptly.
- If you do not receive a packing slip with a shipment, please email your PO# and receipt date to your administrative assistant. Your email can be uploaded into HokieMart when receiving the order. The more information we enter into HokieMart, such as comments and packing slips, the easier it is to keep track of orders.