Preparing a HokieMart monthly NMR PO

You must be registered as an “on behalf of requestor” to generate a PO in HokieMart*.

1. Log into Hokiemart.vt.edu.

2. Under University Forms select Interdepartmental Service Request.

3. Under Supplier Info select: VT Chemistry NMR Lab from the pull down menu.

4. In Product Description type: NMR for “YOUR ADVISOR-1” group for the month “FEB 2012”
   e.g.  NMR for Santos-1 FEB 2015.
   I NEED ALL OF THIS INFORMATION EVERY MONTH!

5. Enter 1 each and amount for the estimated price. Note that $0.00 is not acceptable.

6. Enter your name and phone number under the contact information.

7. Under Accounting Info enter the appropriate Fund and Org info.
   The Account Code MUST BE 1244R or the PO will not be valid.

8. Submit the request and if all is well an R-number requisition will be generated immediately.
   When your advisor approves the request then a P-number PO will be generated and e-mailed to me automatically.

*To be registered as an “on behalf of requestor” in CHEMISTRY send Ms. Cindy Gautier an email request with the following info: your name, your VT ID #, your PID, and your lab contact phone #. 
## Virginia Polytechnic Institute and State University (Virginia Tech)
### PURCHASE ORDER

**Supplier Information**
- VT Chemistry NMR Lab
  - 6 Hahn Hall S
  - Blacksburg, VA 24061 US
  - Phone: +1 (540) 231-6578

**Billing Address**
- Virginia Polytechnic Institute & State University
- Accounts Payable
- 201 Southgate Center
- Mail Code 0312
- Blacksburg, VA 24061
- United States

**Delivery Information**
- Delivery Address: Virginia Polytechnic Institute & State University
- Contact Name: Jessica/Santos
- Chemistry
- 24 Hahn Hall
- Blacksburg, VA 24061
- United States
- Phone: +1 (540) 231-5742
- Email: jewynn1@vt.edu

**F.O.B.**
- N/A

**Contract**
- no value

**Accounting Info**

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<tr>
<th>Line No.</th>
<th>Product Description</th>
<th>Catalog No.</th>
<th>Size / Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
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<tbody>
<tr>
<td>1 of 1</td>
<td>NMR for Santos-2 for the month of February</td>
<td>ISR</td>
<td>EA</td>
<td>150.00 USD</td>
<td>1 EA</td>
<td>150.00 USD</td>
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**Notes to Supplier**
- no value

**Additional Info**
- Service Required by: 1/31/2012
- Department: Chemistry
- Contact Person: Jessica
- Contact Phone: (540) 921-7927

**Billing Information**
- Supplier: Virginia Polytechnic Institute and State University
- Owner: Webster Santos
- Phone: +1 (540) 231-5742
- Email: santosw@vt.edu

**Order Acceptance Instructions:**
- Virginia Polytechnic Institute and State University (Virginia Tech)
- Purchase Order

**Accounting Info**

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<th>Fund</th>
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**Shipping, Handling and Tax charges are calculated and charged by each supplier.**

**Total:** 150.00 USD