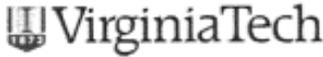


Preparing a HokieMart monthly NMR PO

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

1. Log into Hokiemarkt.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 #.



PURCHASE ORDER

Virginia Polytechnic Institute and State University		
Purchase Order Date	PO/Reference No.	Revision No.
1/24/2012	P2255139	0
Buyer Information		
Owner Name	Webster Santos	
Owner Phone	+1 (540) 231-5742	
Owner Email	santosw@vt.edu	

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Order acceptance instructions:

**Virginia Polytechnic Institute and State University (Virginia Tech)
Purchase Order**

<http://www.purch.vt.edu/html.docs/terms.html>

Supplier Information		Billing Address		Delivery Information					
VT Chemistry NMR Lab 6 Hahn Hall S Blacksburg, VA 24061 US Phone +1 (540) 231-6578 Fax		Virginia Polytechnic Institute & State University Accounts Payable 201 Southgate Center Mail Code 0312 Blacksburg, VA 24061 United States		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 Delivery Information Ship Via Best Carrier-Best Way					
Billing Information									
F.O.B.		N/A							
Notes to Supplier									
Contract		no value							
Accounting Info									
Fund	Org	FundWF	OrgWF1	OrgWF2	Account	Activity	Chart	Location	
XXXXXX	no value	XXXX	004200	004200	1244R	no value	U	no value	
Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price			
1 of 1	NMR for Santos-2 for the month of February	ISR	EA	150.00 USD	1 EA	150.00 USD			
	ADDITIONAL INFO	Building / Room:		3023 Hahn Hall South					
	Service Required by:	1/31/2012		Contact Name:	Jessica				
	Department:	Chemistry		Contact Phone:	(540) 921-7927				
Shipping, Handling and Tax charges are calculated and charged by each supplier.						Total	150.00 USD		

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