

How Do I ...

Gain Access to HokieMart

Thank you for your interest in HokieMart! HokieMart is the E-Procurement (purchasing) system which allows Virginia Tech to provide an effective and efficient method of making purchases for the university.

There are two training classes offered to help you learn the HokieMart system: Requestor and Receiver training. Depending on your department's requirements, you may need to take one or both sessions. These training classes are designed to provide users with a better understanding of the e-procurement process available through HokieMart.

Before you attend a training session, you should have an established Virginia Tech PID. While you do not need to have access to HokieMart prior to attended one of the training sessions, it is recommended.

Getting Started with HokieMart

Obtain Access

- Have the appropriate administrative person, department head, or supervisor in your area complete the required [Access Request Form](#)
- The form can be campus mailed (0312) or emailed directly to [General Accounting](#) by the approver of the form.
- Setting up user access to HokieMart may take a few days to complete. Once access is granted, you should receive a confirmation email that you now have access to HokieMart.

View the training information

- Users can sign up for Requestor and Receiver training sessions on [Pageup LMS](#).
- Requestor training is live, hands-on course designed to teach the basics of HokieMart system navigation, User profile setup, and order entry.



- Users have the ability to review tutorial videos and comprehensive user guides available on the HokieMart training webpage on the Procurement website.

We strongly encourage you to consider attending the new offering, entitled **ABC's of Procurement**; this is a two-part training course. We also offer a valuable course entitled **Contract Administrator Training**. Both courses are available to through [Pageup LMS](#).

If you have questions, the best way is to contact us is hokiemart@vt.edu. Someone from our team will respond. Please include the nature of the question in your email.