



How Do I ...

Gain Access to HokieMart

Thank you for your interest in HokieMart! HokieMart is Virginia Tech's E-Procurement (purchasing) system that streamlines university purchases.

The [HokieMart and Training Reference Materials](#) webpage hosts resources for HokieMart users for each role: Requestor, Receiver, and Approver. Departments can utilize the user guides and access training videos. The [Procurement Training](#) webpage includes links to the relevant HokieMart and Procurement trainings hosted on the University's training system, PageUp LMS.

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 attending 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](#).
- A hard copy of the form can be submitted via campus mail to mail code 0312 or emailed directly to [General Accounting](#) by the approver of the form.
- General Accounting may take a few days to complete your HokieMart access setup. Once access is granted, you should receive a confirmation email that you now have access to HokieMart.

View the training information

- New users are encouraged to sign up for the offered [Procurement Related Trainings](#).
- 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 comprehensive user guides and additional resources available on the [HokieMart and Training Reference Materials](#) webpage.

We strongly encourage you to attend both sessions of the **ABC's of Procurement**. This is a two-part training course designed to overview purchasing for Virginia Tech. We also offer a valuable course entitled **Contract Administrator Training**. Both courses are available on demand through [Pageup LMS](#).

Ongoing Support

Questions specific to user access setup should be directed to General Accounting at genactg@vt.edu.

General use questions about the HokieMart system should be directed to Procurement at hokiemarket@vt.edu.