January 18, 2013

CORRECTION TO PREVIOUS ACCOUNTS PAYABLE UPDATE REGARDING RECEIVING NOTIFICATIONS

OP 72.09 STATES THAT ALL RECEIVING INFORMATION FOR TECHBUY PURCHASE ORDERS MUST BE SUBMITTED THROUGH TECHBUY

Purchase Orders for eInvoice Vendors Without Receiving
An automated email will be sent to the requisitioner listed on the Purchase Order 7 days after an invoice has been electronically received in TechBuy. A second reminder will follow 5 days after the first email. Thereafter, an email will be sent daily.

For those already entering receiving information in TechBuy there is no change.

Do not wait for TechBuy to request receiving information. If the item(s) and/or service(s) have been received, a receipt should be created in TechBuy.

2 types of receipts
Cost receipt is for Services
Quantity receipt is for Items/Goods

The Receiving Training Tutorial can be viewed by clicking on the following link:
http://www.fiscal.ttuhsc.edu/captivate_training/TechBuyReceiving/TechBuyReceiving.htm
Also found under the Accounts Payable website

Please send all questions or suggestions to Accounts.Payable@ttuhsc.edu