December 20, 2012

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

*Effective Monday, January 7th, a three-way match process will be live in TechBuy for all “eInvoice” vendors. (See list below)*

This means invoices will not process unless receiving receipts are created in TB.

The automatic three-way match process will start with eInvoices over $5,000. Going forward, in approximately three months, the dollar limit will be lowered to $500.

The system will process automatic reminders to the requisitioner listed on the Purchase Order and will be followed by a reminder every two days.

For those already entering receiving information in TechBuy upon receiving the items/services, there will be no change.

**eInvoice Vendors**

- Airgas (Cuevas)
- Agilent Technologies
- Apple
- B and H
- Best Buy
- Bio Rad
- Chemglass
- Complete Book
- CDW (Compso1)
- Fisher Scientific
- Grainger (Burgoon)
- Inergrated DNA Technologies
- Life Technologies
- PDME (Fastenal)
- PerkinElmer
- Promega
- Qiagen
- Roche Diagnostics
- Santa Cruz
- Sigma Aldrich
- SHI Government
- (Summus) Cardinal
- (Summus) Dell
- (Summus) Staples
- (Summus) VWR

**Quick Tips:**

Please 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.

- **Cost receipt** is for Services
- **Quantity receipt** is for Items/Goods
An eInvoice on your ledgers is recognized by the invoice number that begins with “V9” i.e., “V9xxxxx”. These invoices can be found in TechBuy under the “invoice” tab for a specific PO.

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

If you would like additional training, please contact Accounts Payable by email or call 806 743 7851.

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