

TTUHSC ACCOUNTS PAYABLE UPDATE

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.ttuhs.edu/captive_training/TechBuyReceiving/TechBuyReceiving.htm

Also found under the Accounts Payable website



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