

TTUHSC ACCOUNTS PAYABLE UPDATE

October 7, 2010

TechBuy & eInvoicing

Invoices for the following vendors can be accessed through TechBuy by following these steps:

Burgoon Grainger
Duran Fisher
Invitrogen

Summus Dell
Summus Staples
VWR

- (1) History Tab >
- (2) by Invoice Tab >
- (3) Enter Inv # in Invoice No. field >
- (4) Click Search Button > Click PO Number > (last) Invoices Tab

The screenshot displays the TechBuy interface for a user named Irma Gomez. The top navigation bar includes 'home/shop', 'favorites', 'forms', 'carts', 'approvals', 'history', and 'settlement'. The 'history' tab is selected, and a yellow starburst labeled '1' points to it. Below the navigation bar, the 'PO History' section is active, and a yellow starburst labeled '2' points to the 'by Invoice' tab. The 'Purchase Order Search' form is visible, with a yellow starburst labeled '3' pointing to the 'Invoice No.' field, which contains the value 'V900009d'. A yellow starburst labeled '4' points to the 'Search' button. The search results show a PO/Reference No. of 'P0030976' and a Supplier of 'VWR International LLC'. A yellow starburst labeled 'last' points to the 'Invoices' tab in the 'Status' section.

SEE NEXT PAGE FOR MORE INFORMATION

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REMINDERS

The Vendor Payment site is available at:

<https://www.fiscal.ttuhs.edu/vendorpayments/payments/Search.aspx>

This site allows you to verify payments processed by Accounts Payable.

Invoices must be sent to Accounts Payable for payment processing.

Invoices that are attached to requisitions are considered for documentation purposes only, and are not printed and sent to Accounts Payable.

Invoices sent to a department directly from a vendor must be reviewed for accuracy before they are submitted to Accounts Payable for processing (i.e., contract list price matches items on the invoice).



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