

TTUHSC ACCOUNTS PAYABLE UPDATE

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 (Compsol)
Fisher Scientific
Grainger (Burgoon)
Integrated 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.

2 types of receipts:

Cost receipt is for Services

Quantity receipt is for Items/Goods

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An eInvoice on your ledgers is recognized by the invoice number that begins with “V9” i.e., “V9xxxx”. These invoices can be found in TechBuy under the “invoice” tab for a specific PO.

The top screenshot shows the 'Status - PO P0169578' page. The 'Invoices' tab is highlighted with a yellow arrow. The bottom screenshot shows the 'Invoices - PO P0169578' page. The 'Invoicing Summary' table is visible, with a yellow arrow pointing to the first row.

Invoice No.	Invoice Date	Due Date	Invoice Type
V9102477	11/19/2012	11/19/2012	Invoice
V9102478	11/19/2012	11/19/2012	Invoice

The Receiving Training Tutorial can be viewed by clicking on the following link:
http://www.fiscal.ttuhs.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