



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Procurement Services

Procurement Services

Quarterly Meeting





Agenda

- Purchasing
 - Ship to address – Mail STOP
 - Coding
 - Quotes
 - ICQ Process
 - Certificate of Insurance (COI)
 - Forms and Resources
- Purchasing Email
 - Sciquest.com emails
 - Correct email: purchasing@ttuhsc.edu
- Accounts Payable
 - Vendor Payment Information in TechBuy and Vendor Payment Application
 - Vendor Invoices
 - Notify accounts.payable@ttuhsc.edu when invoices are attached
 - Preferred document type PDF
 - Receiving



Agenda

- PCard
 - Expense Reports Due Dates
 - Deviation Approvals
 - Allocations
 - Flower Purchases
 - Memberships
- Travel
 - No More Paper Vouchers
 - Advances/Advance Overage Repayment
 - BTA's
 - Airfare Receipts
 - Registration Fees
 - Meals at Headquarters
- General Announcements
- Questions and Answers Period



Purchasing

- Ship to address – Mail STOP
 - Lubbock Ship to addresses must include the department STOP number in the Rm/STOP field to assist mail services in proper delivery of items.

Shipping Information
Ship To
Contact Name REJEANNE JOHNS- Sylvester
Phone +1 (806) 743-2763
Email rejeanne.sylvester@ttuhsc.edu
Tx Tech Univ HSC
3601 4TH ST
Rm/STOP Stop 6264
LUBBOCK, TX 79430
United States



Purchasing

- Coding

- Account codes are based on the item ordered on each line item.
- Helpful links to help code items correctly:
 - [TechBuy Account Code & Budget Pool Cognos Report](#) is a list of account codes to help select the correct code. For a full account code list run the report with no parameters. Once report is loaded use Ctrl + F to search.
 - OP 63.10 [Property Controlled but Not Capitalized](#) provides guidance for determining if an item is capitalized, controlled or expensed.
 - [Controlled Class Codes](#) – property classes that Comptroller requires agencies to report on controlled equipment.
 - [Comptroller's Expenditure Manual](#) Search engine for account codes. Provides description of what is allowed to be purchased using the account code.
- Account codes direct the order through the correct workflow.
- All items are not considered a consumable. Consumables are goods that are intended to be consumed within a 1 year time period.



Purchasing

- Report showing items that were coded as consumables.

Summus Staples	Logitech MK550 Optical Wireless Desktop Wave Keyboard and Laser Mouse Combo, E	\$58.99
Cuevas Distribution Inc	8% Hydrogen, 10% Carbon Dioxide Balance Nitrogen Certified Standard Gas Mixture,	\$262.29
Cuevas Distribution Inc	RNTFRR-X03NI82C2008011: Associated Cylinder Usage Charge	\$8.40
Summus Staples	ViewSonic VA1917a 19" Monitor	\$69.99
Summus Staples	simplehuman Swing Lid Trash Can, Black Plastic, 16 Gallon	\$65.99
Summus Staples	Staples Wireless Keyboard & Mouse Combo Set	\$22.99
Summus Staples	Plantronics Voyager Legend Bluetooth Headset	\$79.99
Summus Staples	Plantronics Voyager Legend Charge Case	\$26.99
Summus Staples	Westcott Stainless Steel Rulers, 12"	\$2.12
Summus Staples	Westcott Stainless Steel Rulers, 6"	\$1.89
Summus Staples	Softalk Coiled Phone Cord, Plug/Plug, 12ft. Black	\$3.94
Summus Staples	Westcott Preferred 7" Straight Scissors	\$1.71
Summus Staples	Kelly Viscoflex Oval Mouse Pad, Black, 3/4"H x 8"W x 8 1/2"D	\$11.90
Summus Staples	Learning Resources Digital Timer, Count Down/Up	\$10.69
Summus Staples	Mid-Back Black Mesh Executive Swivel Office Chair with Mesh Seat and Back and Hei	\$156.99
Summus Staples	Quartet Standard Combination Whiteboard/Cork Bulletin Board, Oak Finish Frame, 4	\$72.88
Summus Staples	Staples 4' High-Speed HDMI Cable, Black	\$5.99
Summus Staples	Quartet Dry-Erase Board, Shorty Marker Included, Assorted Color Frame, 8 1/2"W x 1	\$7.47



Purchasing

- Quotes

- Quotes should be attached to each requisition for goods and services.
 - Internal Notes and Attachments – for internal users view only – will not send to vendor.
 - External Notes and Attachments – attachments will send to vendor.

Internal Notes and Attachments ?		External Notes and Attachments ?	
Internal Note	<i>no note</i>	Note to all Suppliers	<i>no note</i>
Internal Attachments		Attachments for all suppliers	
<input type="button" value="Add Attachments"/>		<input type="button" value="Add Attachments"/>	
Event Title	<i>no value</i>	PO Clauses	edit clauses...



Purchasing

- ICQ Process

- An ICQ is required on every PO when an individual is performing a service and is being paid under their SSN.
- Blanket approval of ICQ's
 - Vendor is providing contracted services through a PSA or MOU, Tax Compliance can potentially grant an ICQ for an FY.
 - If the vendor is organized under an EIN, and they operate under a business name as an active trade/business, Tax Compliance can add them to the approved vendor list for the FY.
<http://kainz.ttu.edu/afism/independant-contractors/> Individuals cannot be added to the approved list.
- Excluded from ICQ requirement
 - Purchase of goods (without any services)
 - Corporation
 - Partnership
 - Non-Profit Organization
 - LLC organized as a Corporation or Partnership



Purchasing

- Independent Contractor Form (ICQ) Required/Attached

- In TechBuy, the Non-Catalog form displays a radio button asking if an ICQ is attached. If an ICQ is attached, please click the “Yes” button as this field triggers a workflow to send the requisition to Tax Compliance to review the ICQ attached.

Independent Contractor Questionnaire (ICQ) Required/Attached

☒ Yes


☐ No

- Independent Contractor Form (ICQ) Identifier

- To assist users and buyers to identify vendors that may require an ICQ we add the ICQ supplier class to TechBuy vendors.
- The ICQ supplier class icon will appear next to the vendor name.

Supplier / Line Item Details

[Hide line details](#)

Allan Louis Haynes  [more info...](#)

PO Purchase Order 1
11420 81st Pl S, Seattle, WA 98178 US

[Add discount for this supplier...](#)



Purchasing

- Certificate of Insurance (COI)
 - When is it required?
 - Services will be performed on Institution property.
 - Delivery of products on Institution property.
 - [Insurance Limits Required:](#)

Commercial General Liability	
General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Each Occurrence Limit	\$1,000,000
Personal/Advertising Injury	\$1,000,000
Damage to Rented Premises	\$50,000
Medical Payments (Any One Person)	\$5,000
Liquor Liability (if applicable)	
Each Occurrence	\$1,000,000
Aggregate	\$2,000,000
Automobile Liability	
Bodily Injury/Property Damage (Each Accident)	\$1,000,000
Personal Injury Protection (if applicable)	Statutory
Workers' Compensation	
Coverage A (Workers' Compensation)	Statutory
Coverage B (Employers' Liability)	\$1,000,000 \$1,000,000 \$1,000,000
Crime Coverage (if applicable)	50% of the contract value or \$100,000, whichever is greater



Purchasing

- Forms and Resources

- The [Forms and Resources page](#) located on the Purchasing website provides the most current version of Procurement forms. It is not recommended to save forms to personal computers as forms are updated frequently.

Forms and Resources

The following forms and resources have been grouped for self service by TTUHSC shoppers, should you need assistance with the use of any of the following, please contact the TTUHSC Purchasing Office.

Forms:

- [Business Associates Agreement](#)
- [Contracted Workforce Cost Benefit Analysis](#)
- [Direct Deposit Form \(Existing Vendors\)](#)
- [Independent Contractor Questionnaire](#)
- [New Vendor Set-Up Form](#)
- [Form W9](#)
- [Non-Compliance Form](#)
- [Policy for the Purchase of Uniforms](#)
- [Purchasing Document Routing Sheet](#)
- [Sole Source and Proprietary Justification Form](#)
- [Texas Sales and Use Tax Exemption Certificate Form](#)



Purchasing Email

- **DO NOT** hit reply to system generated emails (emails that come from Sciquest). For example, automated email requesting receiving on a Purchase order.
- The email addresses, Purchasing SciQuest Support and SciQuest, are not TTUHSC Purchasing email addresses.
- Instead of replying, please forward the email to an intended recipient.
- To reach TTUHSC Purchasing, use the email address purchasing@ttuhsc.edu



Accounts Payable

- Vendor Payment Information in TechBuy
 - Search in TechBuy for PO number through Document Search or Search in Top Menu Bar

The screenshot displays the TechBuy interface for the Texas Tech University Health Sciences Center. The left sidebar contains navigation links: Home, Shop, Documents, Contracts, and Accounts Payable. The main content area shows the 'Document Search' page with a search bar containing 'P0699161'. Below the search bar, a table lists search results. A red box labeled 'Select Invoice' points to the 'V9777159 - Invoices' entry in the table. A 'Quick Search' dropdown menu is also visible, showing a list of document types and numbers.

Document Number	Document Type
✓ P0699161	Purchase Orders
✓ V9777159	Invoices
✓ V9772067	Invoices

Quick Search results:

- P0699161 - Purchase Orders
- V9777159 - Invoices
- V9772067 - Invoices
- 20587830 - Receipts
- 20489071 - Receipts
- 114321196 - Requisitions



Accounts Payable

- Vendor Payment Information in TechBuy

- The payment information block states payment date, payment method, and payment document number (Check/ACH/SUA number).

Invoice
Payment
Information

Invoice Number	V9777159	Supplier Account No.	
Supplier Invoice No.	04 5808		
Supplier Name	ModernThink LLC		

Buyer Invoice

Approvals

Matching

Comments

Supplier Messages

Attachments (4)

History

Summary

Discount, Tax, Shipping & Handling

Codes

Hide header

General		?	Addresses		?
Invoice Type	Invoice	edit	Remit To		edit
Pay Status	Paid		2 Mill Rd Ste 102		
Invoice Number	V9777159		Wilmington, DE 19806-2175		
Supplier Invoice No.	04 5808		United States		
Supplier Name	ModernThink LLC	more info...	Phone 1-888-6844658-		
			Fax 1-888-6844659-		
			Address Id AP Accounts Payable 1		
Invoice Date	2/25/2019	edit	Bill To		edit
Discount Date	no value		TTUHSC Payables		
Due Date	3/11/2019		Box 5970		
	Is overridden		Lubbock, TX 79408		
Terms	0, Net 30		United States		
Terms Discount	0.00 USD				
Invoice Name	2019-03-11 XWX203 05				
Property Review	no value				
Invoiced By	Lesia Kimbrough	edit			
Match Status	Matched				
Invoice Source	Manual				
Contains substituted item(s)	✗				

Payment Information

?

Accounting Date	3/11/2019	edit
F.O.B.	Destination	
Payment Method	Check	
Record No.	68057465	
Record Date	3/11/2019	



Accounts Payable

- Vendor Payment Application on F & A Work Tools Tab

The screenshot displays the HSC (Health Sciences Center) system interface. At the top, a navigation bar includes tabs for Home, Employee, Available Budget, News, **F&A Work Tools** (selected), Payroll & Tax, Supervisor, My Content, Cognos, and Facilities & Safety. Below this, the 'F&A Work Tools' section is active, showing a breadcrumb 'HSC > F&A Work Tools'. The main content area is divided into four columns: Personnel Action Notices, Budget, Finance, and Procurement Services. The Procurement Services column is expanded, showing a 'Purchasing' section with a 'Purchasing Home' link and a list of links: PO/Encumb Change Requests, **Vendor Payments** (highlighted with a red box), TechBuy System, and TechBuy System Information. The other columns show links for Preferences, Budget Home, Business Affairs Home, and various reports and guides.

Personnel Action Notices	Budget	Finance	Procurement Services
Preferences Employee Type of Effective Action ChangeDate Create New PAF	Budget Home <ul style="list-style-type: none">• Reports• Budget Forms• Budget Basic Reference Guide• Budget Revision System<ul style="list-style-type: none">• Budget Revision System User's Guide• Organization Code Request	Business Affairs Business Affairs Home <ul style="list-style-type: none">• Finance Reporting (Cognos)• Business Affairs Calendar• Business Affairs News	Purchasing Purchasing Home <ul style="list-style-type: none">• PO/Encumb Change Requests• Vendor Payments• TechBuy System<ul style="list-style-type: none">• TechBuy System Information



Accounts Payable

- Vendor Payment Application on F & A Work Tools Tab

VENDOR PAYMENTS

Home

Vendor Payments

Payment Contact

Update Vendor Info

Sign up for Direct Deposit

Help

HSC Home > Finance & Administration > Vendor Payments >

Vendor Payments

This web site allows departments and vendors to query payments made to vendors since September 1, 2008 by Texas Tech University, Texas Tech University Systems Administration, and Texas Tech University Health Sciences Center. Included are scheduled payments, payment history, and encumbrances outstanding.

To start, click "Vendor Payments" link on the left.

Follow instructions
and enter vendor
name accordingly

VENDOR PAYMENTS

Home

Vendor Payments

Payment Contact

Update Vendor Info

Sign up for Direct Deposit

Help

Sign Out

HSC Home > Finance & Administration > Vendor Payments >

Vendor Search

Enter all or part of the Vendor's or Employee's code and or name to search. You may use % as a wild card to help you search. (Only the first 50 results will be displayed.) Click on the red vendor code in the results below to select a vendor and continue to the next page.

Vendor Name or Code (R#):

SEARCH TIPS: Use the wildcard % to help you search. The search finds vendor names in the format "FirstName LastName" for people and "Name" for organizations. Names may not be listed as you expect. For example, Johnny Appleseed might be in the vendor table as "John Appleseed". You can use any of the following search strings to find that name: "J%Appleseed", "John Appleseed" (an exact match), "John%Apple%". Another example could be Chris Doe that might be in the vendor table as "Christopher Doe". You can search by "Christopher Doe" (exact match), "Chris%Doe", "C%Doe", etc. Also keep in mind that vendor names for people are *LEGAL* first and last names, which may not be the same as the name you know them by.



Accounts Payable

- Vendor Payment Application on F & A WorkTools Tab

VENDOR PAYMENTS
[Home](#)
[Vendor Payments](#)
[Payment Contact](#)
[Update Vendor Info](#)
[Sign up for Direct Deposit](#)
[Help](#)

HSC Home > Finance & Administration > Vendor Payments >

Vendor Search

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	Name
R11651034	ModernThink LLC

Select the hyperlinked
vendor number



Accounts Payable

- Vendor Payment Application on F & A Work Tools Tab

Payment Detail
contains **Scheduled
Payments, Payment
History** and **Open
PO's**.

Vendor Payment Details

Vendor Code: R11651034 Vendor Name: ModernThink LLC

The following tables show schedule payments, payment history and encumbrance information for the fiscal year.

To view payment information for a specific date range (defaults to Fiscal Year) and/or for a specific COA, enter a begin and end date and/or choose a COA and click update .

Begin Date: 09/01/2018 End Date: 12/31/2019 COA: All

Scheduled Payments

Invoice	Vend Inv	Address	Trans Date	Due Date	PO	Amount
---------	----------	---------	------------	----------	----	--------

No payments scheduled for this vendor.

Payment History

Invoice	Vend Inv	Address	Check Number	Check Date	Cleared Date	PO	Inv Cancel Date	Check Cancel Date	Net Amount
V9777159	04 5808	2 Mill Rd Ste 102 Wilmington, DE 19806-2175	68057465	3/11/2019		P0699161			\$1,783.00
V9772067	04 5784	2 Mill Rd Ste 102 Wilmington, DE 19806-2175	68057059	2/27/2019	3/13/2019	P0699161			\$1,783.00
								Total:	\$3,566.00

Encumbrance Information

Encb	Trans Date	Type	Address	Cancel Date	Original Amt	Current Adj	Current Liq'd	Outstanding Amt
P0699161	2/13/2019	P	2 Mill Rd Ste 102 Wilmington, DE 19806-2175		\$3,566.00	\$0.00	(\$3,566.00)	\$0.00
				Total:	\$3,566.00	\$0.00	(\$3,566.00)	\$0.00



Accounts Payable

- Vendor Invoices
 - Attach vendor invoices through “Comments” on the related PO
 - Save Invoice as a PDF document
 - Name the file the invoice number
 - Add Accounts.Payable@ttuhsc.edu as an email recipient
- Receiving
 - Complete Receiving as soon as goods are received or services are provided
 - Enter “Receipt Date” as the actual date the goods are received or the services are provided
 - Add a Comment to the PO that receiving has been completed and add Accounts.Payable@ttuhsc.edu as an email recipient



- Online PCard Program *Coming Soon*
 - TTU System has determined the new online/paperless system to be Chrome River (an Ellucian/Banner product)
 - Upload Documentation for Transactions
 - Route Expense Reports for Approvals
 - Manage Allocations
 - Expense Transactions to FOAPs
 - Additional information coming soon.



PCard

- Expense Reports Due Dates
 - Signed/Approved Expense Reports are due to the PCard Coordinator's Office in Payment Services on the last business day of the month following the transaction period. **If reports are not received by the last business day of the month, and/or required documentation missing, the card will be suspended.**
- Allocation of Expense
 - Allocations can and should be completed in Citi as soon as two business days after the PCard transaction is completed with the vendor.
 - PCard charges are uploaded to FOAP's in Banner approximately seven business days after the close of the monthly cycle. Allocations must be completed by noon on that date – no exceptions. Do not wait until the day of the upload!



PCard

- Deviation Requests
 - Procurement Services will no longer require deviations for permitted PCard purchases of \$100 or less with the following exceptions:
 - Medical Supplies
 - Pharmaceuticals
 - Consumable Office Supplies
 - Standard PCard policy still applies in regards to permitted and prohibited purchases, refer to OP72.15.
 - Any exception to PCard purchasing policies must have prior written approval from Purchasing. The approval email must be filed with all other documentation regarding the PCard Transaction.
 - All IT purchase deviation requests must be emailed to Purchasing@ttuhsc.edu



PCard

- Flower Purchases
 - Flower purchases are permitted using local funds for official TTUHSC functions or for employees and their immediate family members in the cases of illness or death. Documentation of the recipient and their relationship to the employee is required.
- Memberships
 - Memberships must be on the Professional Membership List of approved organizations and should be verified **prior** to committing to the purchase.



Travel

- The Travel2 System is an online/paperless system
 - All documentation for the Travel Application Expense Advances and BTA Requests and all Travel Vouchers must be uploaded/attached in the Travel2 system.
 - Application Expense Advance and BTA Requests and Travel Vouchers must be submitted through the Travel2 System as we are no longer accepting paper Applications and Vouchers.
- Advances – See TTUHSC OP 79.05
 - Prepaid Items – Expenses paid prior to travel such as Airline and Hotel deposits may be given in advance of the trip when submitted with the Travel Application. Proof of payment must be provided with the application. Proof of Payment can be a copy of the credit card/ debit card bank statement with the account number redacted or cancelled check and the airline or hotel receipt.
 - Cash Advances – Advances **must be realistic/relative to the actual expense** that will be incurred. Any overages of advance must be reimbursed to the travel office upon completion of the Travel Voucher. Advances will be denied if after two trips, the employee is sending to the Travel Office checks for overpayment of an advance instead of the employee receiving reimbursement from TTUHSC for the remaining expenses of the trip.



Travel

- BTA's (Business Travel Accounts) Use
 - Prospective Employees and other Non-Employees
 - Employees who are denied the State Issued Travel Card
- Airfare Receipts
 - Submit all receipts for changed or cancelled flights so that the Travel Office can track back to the original payment/receipt
- Registration Fees
 - Preferred Method of Payment is Departmental PCard
 - Reimbursement to employee should be submitted through Direct Pay as soon as the employee has proof of payment
- Meals at Headquarters
 - Not a reimbursable expense, considered personal therefore not allowed on the State Issued Travel Card.



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Procurement Services

General Announcements

- Staff in Procurement
- Open positions in Procurement



Questions

Procurement Services Contacts:

Purchasing – Purchasing@ttuhsc.edu

Accounts Payable – Accounts.Payable@ttuhsc.edu

PCard – PCard@ttuhsc.edu

Travel – Travel@ttuhsc.edu