

Texas Tech University Health Sciences Center

PROCUREMENT QUARTERLY MEETING

PURCHASING, ACCOUNTS PAYABLE,
PCARD AND TRAVEL



Agenda

- Purchasing
 - TechBuy Home Page
 - Helpful links
 - Announcements
 - Processing informal contracts/agreement
 - TechBuy Notification Control
 - Shipping to home addresses
 - When to use the word Honorarium and Stipend in TechBuy
 - Non-Compliant orders
 - Punch-out vendors/institutional contracts vs. Amazon/other vendors
 - OP 50.03, Fund manager designation and responsibilities
 - OP 61.19, Furniture, Floorcovering, Window Treatments, and Wallcovering Requests for Interior Design Services
- Purchasing Email
 - Sciquest.com emails
 - Correct email: purchasing@ttuhsc.edu

Agenda

- Direct Pay
 - Forms available
 - Process
- PCard
 - Method of payment – Purchasing rules apply
 - Departmental Review of PCard Transactions
 - Safeguarding the PCard
 - Timely Remittance of Monthly Reports
- Travel
 - Approved Drivers Requirements
 - BTA Cancellations – TTUHSC OP 79.05 Update
 - Travel Tips
- Accounts Payable
 - Invoice attachments/comments
 - Receiving Email
- Quarterly Meetings Archive
- Questions and Answer Period



Purchasing

- TechBuy Home Page
 - Helpful Links
 - General Announcements

Home Shop Documents Contracts Accounts Payable Suppliers Sourcing Reporting Administer Setup Menu Search (Alt+M)

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.

Lora Turpin 0.00 USD Search (Alt+Q) Logout

Shopping Home Page

Organization Message

WELCOME TO TECHBUY!

Please email questions or problems to HSC Staff Support:
Purchasing@ttuhsc.edu
OR
Call HSC-Purchasing at 806-743-7841

HELPFUL LINKS FOR TECHBUY USERS

- [Purchasing Website](#)
- [TechBuy Job Aids](#)
- [Comptroller's Expenditure Manual](#)
Search engine for account codes.

Provides description of what is allowed to be purchased using the account code.

[TechBuy Account Code & Budget Pool Cognos Report](#)
Account code Cognos Report based on Comptroller's Expenditure Manual. For a full account code list run the report with no parameters. Once report is loaded use Ctrl + F to search.

[TechBuy User Group](#)
User group to receive TechBuy announcements provided by Purchasing.

General Announcements to All TechBuy Approvers

Procurement Quarterly Meeting
The next Procurement quarterly meeting is scheduled for **Tuesday, March 20, 2018**. The Quarterly Meeting is intended for those who utilize the TechBuy system, PCards and Travel System. Content can include live system demonstrations, discussion of system and policy updates as well as Q&A opportunities. Please plan to attend, see schedule below:

Tuesday, March 20, 1:30 – 2:30 (CT)
Arlene – Room AB50P 1130, ABPH 2100R
Amarillo – Room AMHSC 4713, AMSOP 210
Dallas – Room DLS5PW 413, DLSVA 109AB
Lubbock – Room HSC 1C110A, HQP 301H, SW 240V
Midland – Room MDRA 801A, MDTMP 210B
Odessa – Room ODHSC 1C12

To add to your calendar click [HERE](#)

**The Agenda and Brochure will be available on the TechBuy homepage in the announcements

Action Items

- Unassigned Approvals**
 - Requisitions
 - Sourcing Event Evaluations
- Administrative Items**
 - Import/Exports - Completed

Helpful Links

- [Purchasing Website](#)
- [PO/Encumbrance Change Request](#)
- [TechBuy Job Aids](#)
- [Comptroller's Expenditure Manual](#)
- [TechBuy Account Codes and Budget Po...](#)
- [TechBuy User Group](#)

Document Search

Search All Documents Document Numbers, Supplier, Product Info

Shortcuts

[My Requisitions](#) | [My Purchase Orders](#) | [My Invoices](#) | [My Forms](#)

Approvals

[My Approvals](#) | [Approval Notifications](#) | [My Recent Approvals](#)

My Saved Searches

[Aging Requisition Report](#) | [Athletics ATF Orders](#)
[Athletics ATF Monthly](#) | [Buyboard orders 90 days](#)
[View All Saved Searches](#)

Shop

Search Everything Product Keywords, Description, Supplier, I

Shortcuts

[Favorites](#) | [Forms](#) | [Non-Catalog Item](#) | [Quick Order](#)

Showcases

- TTUHS General Services Offerings**



Purchasing

- TechBuy Home Page cont.
 - Processing informal contracts/agreements
 - Submit your signature requests through the contracting system.
 - From your home page, in the announcements section, click on the signature request link. This will take you to the contracting submission page.

Minor Purchasing Contract/Agreement Submission for Signature

In an effort to more efficiently execute and track contract documents **not directly associated with a TechBuy requisition**, Purchasing requests that you submit your purchase related contracts thru the below contract application link.

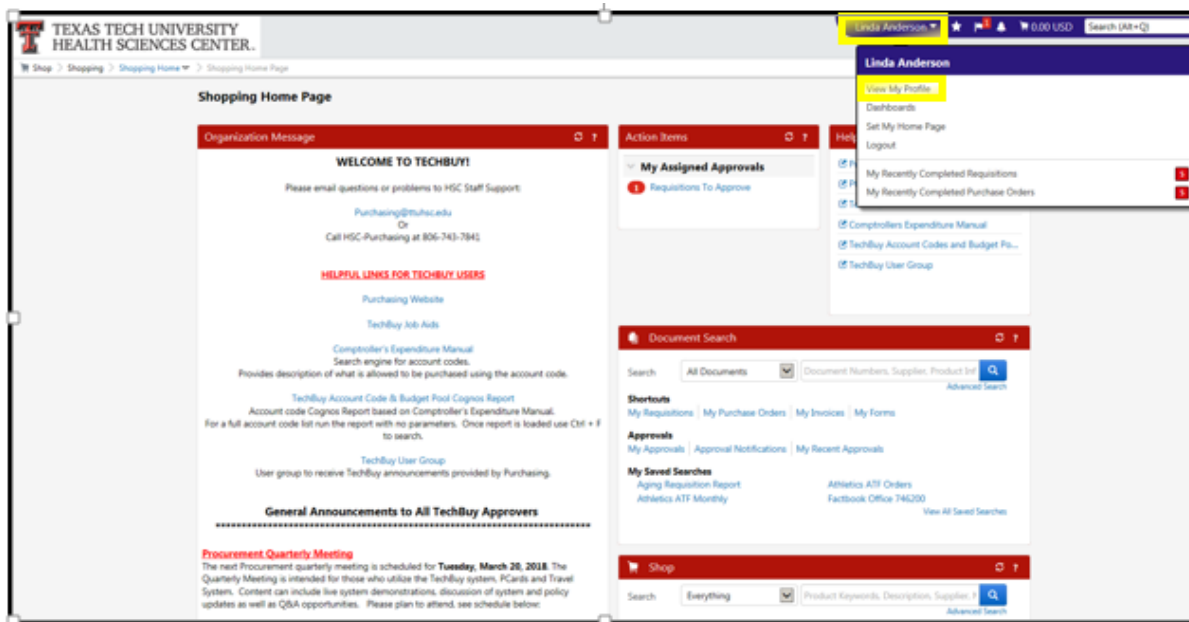


If the vendor's document contains legal terms and conditions, consider asking them to review and sign the TTUHSC standard addendum and submit along with the contract to Purchasing. This can expedite the approval process.

Link: [TTUHSC Standard Addendum](#)

Purchasing

- TechBuy Notifications Control
 - Many of the notifications/emails from TechBuy/Jaggaer are automated. They generate when certain actions occur within the system, such as an invoice enters the system generating a receipt notification.
 - TechBuy users have the ability to control the system generated notifications/emails they receive. To edit notifications/emails access your profile in TechBuy. Select View My Profile and navigate to the notification preferences section.



Purchasing

- TechBuy Notifications Control cont.
 - The notification preferences are categorized by type. Select the type (ex. Shopping, Carts & Requisitions) and select edit section.

The screenshot shows the TechBuy Notifications Control interface for Linda Anderson. The left sidebar contains a navigation menu with the following items: User Profile and Preferences, Default User Settings, User Roles and Access, Ordering and Approval Settings, Permission Settings, Notification Preferences (highlighted), Administration & Integration, Shopping, Carts & Requisitions (highlighted), Purchase Orders, Catalog Management, Accounts Payable, Contracts, Supplies Manager, Sourcing Director, Supplier Management, Form Requests, User History, and Administrative Tasks. The main content area is titled "Notification Preferences: Shopping, Carts & Requisitions" and contains a table of notification preferences. The table has two columns: "Event" and "Notification". The "Event" column lists various purchasing events, and the "Notification" column lists the corresponding notification types. The "Edit Section" button is highlighted in the top right corner.

Event	Notification
Prepared By - Cart Assigned Notice	Email
Prepared By - PR line item(s) rejected	Email & Notification
Prepared By - PR rejected/returned	Email & Notification
Cart Assigned Notice	None
Receive PR and PO notifications for Carts Assigned to Me	None
Assigned Cart Processed Notification	None
Assigned Cart Deleted Notification	None
Cart Shared Notice	None
PR submitted into Workflow	None
PR pending Workflow approval	Email & Notification
PR Workflow Notification available	None
PR Workflow complete / PO created	None
PR line item(s) rejected	None
Cart/PR rejected/returned	None
Receive PR and PO notifications for shared carts I am a participant of	None
Sourcing Event created from Requisition	Notification
PR created from an awarded Sourcing Event	Notification
Cart created from an awarded Sourcing Event	Notification

Purchasing

- TechBuy Notifications Control cont.
 - In the edit section select the type of notification you would like to modify from the drop down (none, email, notification or email & notification). Once you have made your edits click the save changes button and you're done.
 - **Caution: If you choose to not receive a notification (none is selected) you will still be responsible for completing tasks associated with the notifications.**

The screenshot shows the 'Notification Preferences: Shopping, Carts & Requisitions' page for user Linda Anderson (User Name: D70556). The left sidebar contains a navigation menu with 'Notification Preferences' highlighted. The main content area displays a table of notification settings. A yellow box highlights the 'Email & Notification' option in the dropdown for 'PR pending Workflow approval'.

Notification Type	Default	Override	Selected
Prepared By - Cart Assigned Notice	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email
Prepared By - PR line item(s) rejected	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
Prepared By - PR rejected/returned	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
Cart Assigned Notice	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Receive PR and PO notifications for Carts Assigned to Me	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Assigned Cart Processed Notification	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Assigned Cart Deleted Notification	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Cart Shared Notice	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
PR submitted into Workflow	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
PR pending Workflow approval	<input type="radio"/> Default	<input checked="" type="radio"/> Override	Email & Notification
PR Workflow Notification available	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None

Purchasing

- Shipping to home addresses
 - Purchasing approval is required for a home address to be added to the TechBuy System. Please send requests to purchasing@ttuhsc.edu

Purchasing

- When to use the word Honorarium and Stipend in TechBuy

NEVER

Purchasing

- Honorarium and Stipend are words that should not be used on a TechBuy purchase order.
 - As a State of Texas agency there are restrictions and prohibitions to paying Honorariums. If an honorarium is an honorary gift or a gratuitous payment instead of being compensation for services rendered, a State agency may not constitutionally pay an honorarium. To eliminate errors we need to pay for the actual service being rendered. In most cases, we are paying speaker fees so we should describe the payment as a speaker fee.
 - Stipends are not processed in TechBuy on a PO. If a stipend is needed please contact payroll.

Please contact Purchasing prior to the submitting the requisition if you have additional questions.

Purchasing

- Non-Compliant Orders
 - Once a PO # is received
 - Create a receipt
 - Vendor Invoices should be attached to the PO in the Comments tab.
 - Name the file the invoice number:
 - Example: 123456789.pdf or H5Z6A123.pdf
 - Add Accounts.Payable@ttuhsc.edu as an email recipient

Purchasing

- Punch-Out Vendors/Institutional contracts vs. Amazon/other vendors
 - Support institutional contracts
 - Aggregated Spend
 - HUB dollars to meet State of Texas requirements
 - High integration – order to invoice all electronic
 - Compliant vendors
 - Amazon
 - No longer has 2 day shipping
 - If not shipping from Amazon warehouse is the vendor in good standing with the State of Texas ?
 - TIBH is also available

Purchasing

- OP 50.03, Fund Manager Designation and Responsibilities
 - [Attachment B](#) – Fund manager responsibilities

10 Fund Manager Responsibilities

Fund Managers are responsible for the financial and operational management of their funds. This is very broad responsibility encompassing all aspects of fund management. These responsibilities include fund oversight, establishment of internal controls at the departmental level, transaction review, and financial responsibility. [TTUHSC Operating Policy 50.03](#)

For further information, visit: [TEAM Financial Registration Information](#)
Send questions to: fsm@ttuhsc.edu

01 Internal Controls

Establish internal controls at the department level.

06 Cash Flow Procedures

Maximize cash flow through effective internal procedures, timely billing, collection and depositing of revenue.

02 Transactions

Reconcile ledger transactions to departmental transactions.

07 Fund Balances

Maintain positive fund balances and cover deficits throughout the fiscal year.

03 Compliance

Ensure compliance with fund purposes and/or restrictions.

08 Program Coding

Maintain correct program coding for most current funds.

04 Policies

Be aware of institutional policies concerning fund management.

09 Delegated Persons

Assume responsibility for activities and transactions of delegated persons.

05 Budget

Ensure sufficient budget is available to support anticipated expenditures for the entire fiscal year.

10 HUB

Strive to achieve institutional HUB (Historically Underutilized Businesses) goals.

Purchasing

- [OP 61.19](#), Furniture, Floorcovering, Window Treatments, and Wallcovering Requests for Interior Design Services
 - Section 3
- 3. When a department requires furniture other than that available on state contract or wishes preliminary design services, a [New Construction Request Form \(NCRF\)](#) should be submitted in writing to TTUHSC PD&C. Furniture projects costing less than \$1,000 will be returned to the department with recommendations for department implementation. All projects involving upholstery, regardless of cost, will comply with California Bulletin #117 for flammability standards.

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

Direct Pay

- Forms available

▼ **TTUHSC Direct Pay Forms** ?

TTUHSC Accreditation-Certificat...	TTUHSC Advertising	TTUHSC Awards, Prizes and Gifts	TTUHSC Donations to Charitable O...	TTUHSC Employee Reimbursement	TTUHSC Food & Entertainment
TTUHSC Lodging-Direct Bill For N...	TTUHSC Magazine/Journal Subscri...	TTUHSC Membership Dues	TTUHSC Postage	TTUHSC Professional License Fees	TTUHSC Registration Fees
TTUHSC Sponsorships	TTUHSC Utilities	TTUHSC Water/Services and Coffe...			

Direct Pay

- Process – Requisition to Check
 - Department submits Direct Pay Requisition in TechBuy with proper documentation
 - Receiving not required
 - Accounts Payable reviews documentation and appropriateness of request
 - Accounts Payable approves and creates PO
 - Accounts Payable creates Invoice
 - Nightly Finance processes create check
- Items with TTUHSC or TTU Logos
 - Must be submitted through the PO process for routing to Communications and Marketing for approval
- Direct Pay Guidelines and Tips
 - <http://www.fiscal.ttuhscc.edu/paymentservices/directpayforms/forms.aspx>

PCard

- Method of Payment
 - Purchasing rules apply
 - Deviations are required. Please send requests to purchasing@ttuhsc.edu
- Departmental Review of PCard Transactions
 - It is critical that all PCard transactions are reviewed for proper documentation and validity by the authorized signer of the monthly expense report. The authorized signer is affirming that all charges are valid and proper.
- Safeguarding the PCard
 - If one person is in charge of a PCard that is used by the whole department, a log should be kept, showing the date of use, name of person using the card, the return date and that proper documentation is submitted with the return of the card

PCard

- Timely Remittance of Monthly Reports
 - Expense reports with proper documentation and signatures are due to the Payment Services PCard Coordinator for review by the last business day of the month.
 - If not received by the due date and/or there is missing documentation in order to complete the review, the card will be suspended.
 - Respond promptly to requests for additional information.

Travel

- Approved Drivers Requirements
 - Texas Tech University System Office of Risk Management (ORM) has discontinued the requirement that drivers of vehicles rented through established rental car companies be approved and added to the Approved Driver's List. It is still a requirement that drivers of TTUHSC owned fleet vehicles be approved and added to the ORM's Approved Driver's List.
- BTA Cancellations – TTUHSC OP 79.05 Update
 - Now includes requirements for cancellations of airfare purchased through the BTA process:
 - Cancelled BTA airline tickets must be expensed to a local funding source.
 - Departments are responsible to ensure cancelled BTA airline tickets are only used for future TTUHSC business travel, refunded by the BTA travel agency or reimbursed by the traveler.

Travel

- Travel Tips
 - When traveling on airfare funds from cancelled trip, provide itinerary and proof of payment from original flights and flight used on trip with voucher.
 - Preferred method of conference registrations is the PCard. If you do use a personal card, submit a Direct Pay Employee Reimbursement through TechBuy.
 - Uber or Lyft Receipts – Save and attach the email to the voucher. The email will verify dates, location and method of payment.
 - When submitting credit card or bank statements as proof of payment, redact any account number information, including the string of numbers across the top of the statement.

Accounts Payable

- Invoice attachments/comments
 - Vendor Invoices should be attached to the PO in the Comments tab.
 - Name the file the invoice number:
 - Example: 123456789.pdf or H5Z6A123.pdf
 - Add Accounts.Payable@ttuhsc.edu as an email recipient
- Receiving – Email
 - Automated notice from sciquest@techbuy.ttu.edu when eInvoice is sent from vendor
 - Automated reminder notices from sciquest@techbuy.ttu.edu will continue to be sent until items are received in TechBuy
 - Receiving requests will come from Accounts.Payable@ttuhsc.edu for non-eInvoice invoices and delayed receiving for eInvoices.
 - Do not respond to the sciquest@techbuy.ttu.edu emails, respond to Accounts.Payable@ttuhsc.edu or comment in the PO Comments tab to Accounts.Payable@ttuhsc.edu.
- Receiving – Returned or Cancelled items
 - Do not complete receiving for Returned or Cancelled items in TechBuy, the system reads as received and releases invoice for payment.

Quarterly Meetings Archive

- Procurement Quarterly Meeting Archives are located on the Purchasing website.
 - <http://www.fiscal.ttuhsc.edu/purchasing/techbuydoc.aspx>

Questions & Answers

Questions?

