



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Procurement Services

Procurement Services

Quarterly Meeting

04.06.21





Agenda

- Accounts Payable
 - Invoice Management System
 - Receiving Reminders
- Travel
 - Travel Restrictions
- Pcard
 - Late Reports
 - Spirit Shop/Similar Vendor Purchases
 - Chrome River
- Purchasing
 - New Shopping, PO, and Invoice Experience
 - Expense Lease Process Guidelines
 - Year End Purchasing Guidelines



Agenda

- Purchasing Cont.
 - Purchase Order Reminders
 - Change Order
 - Quote
 - Hazardous Materials (Image/Chemicals)
 - Copying Requisition to New Cart
 - Copier
 - IT Software/ IT Security
 - Certificate of Insurance (COI)
- Purchasing Email
 - Sciquest.com Emails
 - Correct mail: purchasing@ttuhsc.edu



Accounts Payable

Invoice Management System

Invoice and Credit Memo Submission Reminders

- Invoices/Credit Memos received in the department from vendors:
 - To be submitted into the Invoice Management System in PDF format.
 - TechBuy comments will no longer be accepted.
- Invoices/Credit memos received in department by mail (paper copy):
 - Should be date stamped, scanned, and submitted into Invoice Management System in PDF format.
- Invoices/Credit memos received in department electronically by email:
 - The email should be submitted with the invoice into the Invoice Management System in PDF format.
 - This will provide the date the invoice was received electronically.
- New PO's processed in TechBuy:
 - Invoices cannot be submitted the same day the PO was completed.
 - The system needs to run overnight and invoices can be submitted the following day.

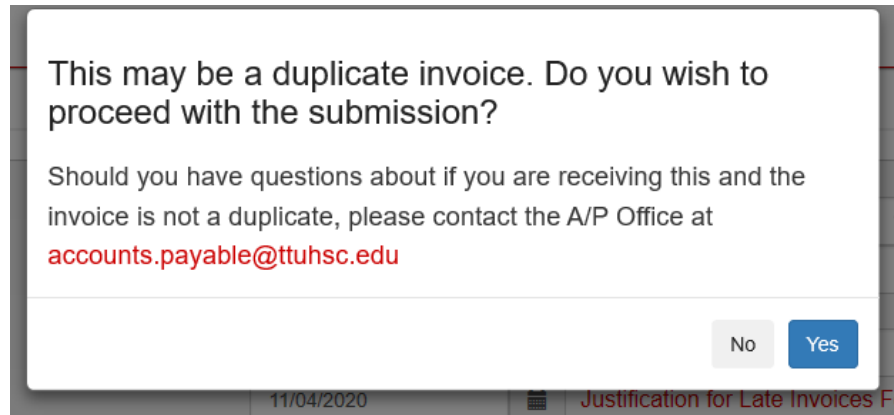


Accounts Payable

Invoice Management System

- Duplicate Warning Message

- When the duplicate warning message is received, this indicates the invoice number has already been submitted.
- Please verify if the invoice is already submitted.
- If receiving is requested, the invoice does not need to be resubmitted.



- Receiving notifications

- The invoice management system sends automated emails requesting receiving to be entered.
- Please reply to the email with the receipt date so that Accounts Payable is notified the receipt has been entered.



Accounts Payable

Receiving Reminders

- Per OP72.10, departments must enter receiving information in TechBuy within 3 days after the goods are received or services are completed.
- Enter “Receipt Date” as the actual date the goods are received or the services are provided.
- Input the invoice number into the notes section of receipt:

The screenshot shows the 'Summary' tab of a receipt in the TechBuy system. The receipt is for PO No. P0830796, created on 10/6/2020 at 2:35:38 PM. The source is 'Manual'. The receipt name is '2020-10-06 MHD264 01'. The receipt date is '10/6/2020'. The packing slip number is blank. The supplier is 'AlSCO Inc'. The received by is 'Crystal Rodriguez-Harshan' from the 'Texas Tech University Health Sciences Center'. The receipt address is 'Contact Name HSC Purchasing, Phone +1 325-696-0573, Email misty.baron@ttuhsc.edu, Tx Tech University HSC, 1674 Pine Street, ABILENE, TX 79601, United States'. The carrier is 'Other'. The tracking number is blank. The flexible text fields are blank. The flexible drop down is blank. The attachments are blank. The notes section is highlighted in yellow and contains the text 'Notes (1,000 Chars. Max)'. The receipt lines section shows a single line for 'STANDING ORDER FY21--Monthly Linens' with a quantity of 1 and a previous receipt of 26630860. The line status is 'Received'.

Accounts Payable > Receipts > Search For Receipts > Summary - Receipt 2666272

Receipt Create Date: 10/6/2020 2:35:38 PM
Source: Manual

Buttons: Delete, Add PO, Save Updates, Complete

Summary | Comments (0) | History

Exact Match: PO No. P0830796

Header Information

Receipt Name: 2020-10-06 MHD264 01

Receipt No.: To Be Assigned
Receipt Date: 10/6/2020
Packing Slip No.:
Supplier Name: AlSCO Inc
Received by: Crystal Rodriguez-Harshan (Texas Tech University Health Sciences Center)

RECEIPT ADDRESS

Location: Contact Name HSC Purchasing
Phone +1 325-696-0573
Email misty.baron@ttuhsc.edu
Tx Tech University HSC
1674 Pine Street
ABILENE, TX 79601
United States

CARRIER

Carrier: Other
Tracking No.:
Flexible Text Field:
Flexible Text Field 2:
Flexible Drop Down:
Attachments:
Notes (1,000 Chars. Max):

DELIVERY

Other

Receipt Lines

Line Details

Show Receipt Details

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
P0830796	1	STANDING ORDER FY21--Monthly Linens		1	26630860 26667942	0		Received	Remove Line Receive & Return

Buttons: Delete, Add PO, Save Updates, Complete



Travel

Travel Restrictions

- Restrictions are still in place due to COVID-19. Please visit the Safe Site for up to date guidance:
 - <https://www.ttuhsc.edu/safe/teammember/travel.aspx>
- Reminders:
 - Domestic travel needs to be approved by the traveler's superior and fund manager and ensure that such travel is **mission-critical** to the health and/or welfare of the University.
 - International travel will not be approved at this time.

University-Related Domestic Travel

- Because travel increases your chances of becoming infected and spreading COVID-19, TTUHSC discourages university-related domestic travel. However, understanding the role domestic travel plays in carrying out mission-critical functions of the university, university-related domestic travel is not prohibited at this time.
- All TTUHSC Students and team members (faculty, staff and residents) travel requests for university-related domestic travel will need to be approved by a traveler's superior and fund manager in accordance with TTUHSC OP 79.02, *Travel Approvals and Notifications*, and TTUHSC OP 77.08, *Student Travel Policy*, as well as to ensure that such travel is mission-critical to the health and/or welfare of the university and its activities.



Travel

University-Related International Travel

- All university-related international travel by TTUHSC team members (faculty, staff and residents) is subject to TTUHSC Operating Policy (TTUHSC OP) 79.04, *Foreign Travel*. Similarly, all university-related international travel by TTUHSC students is subject to TTUHSC OP 10.29, *International Programs for Students*, and 77.08, *Student Travel Policy*. Under these policies, university-related travel to countries designated with a CDC Travel Health Notice – Warning Level 3 or 4 or a U.S. Department of State Travel Advisory Level 3 (Reconsider Travel) or 4 (Do not Travel) is prohibited.
- Due to continued COVID-19 risk associated with travel, **no university-related international travel will be approved through April 30, 2021, regardless of the CDC Travel Health Notice-Warning Level or the U.S. Department of State Travel Advisory Level.** *Additionally, international programs for students are suspended through July 31, 2021.*
- As the global impact of COVID-19 continues to change, TTUHSC will continue to monitor the Department of State and the CDC's guidance on traveling during the COVID-19 pandemic to determine if the university's restriction on university-related international travel will be extended beyond the date noted above.



Late Reports

- Past due Citibank expense reports – Outstanding reports must be turned in as soon as possible.
- If you need assistance retrieving a past report from Citi, please contact the PCard office at pcard@ttuhsc.edu
- **To avoid suspension of the PCard, please turn in your past due Citi reports by close of business, Friday, April 9th, 2021.**



Spirit Shop/Similar Vendor Purchases

- **Reminder**: Purchasing items such as t-shirts, jackets, or other items of clothing from the Spirit Shop and similar vendors are usually considered an Award, Prize or Gift. These types of purchases require an approval from Purchasing before the transaction is made.
- Items purchased to be worn by employees for events are considered uniforms. Uniforms are prohibited on the PCard, and also require an approval from Purchasing.
- Below are a few of the policies regarding the purchase of uniforms. Please click here for the entire policy: [Policy for the Purchase of Uniforms](#)
 - State the name of the department and the location(s) covered by this policy.
 - State why it is essential that the employees of this department wear institutionally-provided clothing.
 - Identify the recipients of uniforms.
 - State the quantity and type of garments to be issued to each employee.
 - What identification markings are to be placed on the uniforms (patch, department, name, etc)?
 - How will the department keep track of the type and quantity of uniforms given to each employee?
 - How will the department store the uniforms that are returned upon an employee's separation from the institution?

If you have any questions, please contact pcard@ttuhsc.edu or purchasing@ttuhsc.edu.



Chrome River

- User friendly URL: <http://chromeriver.texastech.edu>
- Report Name
 - When submitting an expense report, the Report Name should reflect the Cardholder last name, first initial, transaction posting month & year, and the report or week number.
 - Example: Haynes, J – MAR21 WEEK 2 or Haynes, J – MAR21 RPT 2
- Start/End Date
 - The time period for expense report submissions should be **weekly**, and reflect the transaction **posting dates**, which will occur Monday through Friday only. Citibank does not post transactions on weekends.
 - Every week of expenses that has posted to a PCard account will be fully available in the Cardholder's eWallet by the following Monday.
- Sales Tax
 - Transactions that include prohibited sales tax charges must be itemized between the appropriate expense tile and the sales tax tile to ensure proper reconciliation.
 - Failure to itemize an expense that includes a prohibited sales tax charge will result in the Expense Report being recalled to the cardholder's dashboard as a draft for correction.



Chrome River Cont.

- Approval Delegates
 - The purpose of this functionality is for an Expense Report Approver (does not include Cardholders) to temporarily grant another individual the authority to approve submitted reports on their behalf during a specific time frame that they will be unable to do so.
 - **Do not use the approval delegate functionality to set a permanent approval delegate. System Admin will run reports and remove this from the account to ensure proper routing.**

For system questions, email ChromeRiverHSC@ttuhsc.edu.

For all other PCard inquiries, email PCard@ttuhsc.edu.



Purchasing

New Shopping, PO, and Invoice Experience

- Training scheduled for Monday, April 12th, 2021.
- [Training Documents](#)
- [Submitting a Requisition – Classic Experience vs. New Shopper Experience](#)
- Demo:

Requisition : 138697268

Summary PO Preview Comments Attachments History

General

Status: Pending
Banner FOAPAL Approval (Thi Bui)

Submitted: 2/22/2021 11:55 AM

Cart Name: 2030-12-07 59M438

Description: no value

Priority: Normal

Prepared by: Thi Bui

Principal Investigator: no value

Texas SmartBuy PO #: no value

Shipping

Ship To: TTUHSC Payables
Box 5970
Lubbock, TX 79408
United States

Billing

Bill To: TTUHSC Payables
Box 5970
Lubbock, TX 79408
United States

Expandable/Collapsible Sections

Work Flow and Approval Steps

Pending

Total (5.00 USD)

Subtotal: 5.00

What's next?

Workflow

Submitted: 2/22/2021 11:55 AM
Thi Bui

Budget Authorization: Completed
System

Banner FOAPAL Approval: Active
Thi Bui

HSC Buyer 9: Future

Create PO: Future

Finish: Future

Line and Header FOAP Summary

Internal Notes and Attachments External Notes and Attachments



Purchasing

Expense Lease Process Guidelines

- Planning
 - Prior to soliciting or contracting for new leases or expansion to existing leases, Department must provide evidence that a written space submission has been approved by the Campus Space Committee in compliance with OP 61.21 Institutional Space Policy.
 - Approval from Campus Space Committee (compliance with OP 72.06 Institutional Space Policy).
 - Call Procurement Services.
 - Department is responsible for all costs associated with lease, including utilities, custodial services, moving costs, and operating costs.
 - Form Leasing Team.
- Acquisition
 - Direct Negotiation - TTUHSC has the authority to directly negotiate with other federal, state, and local government entities located in Texas.
 - Competitive Solicitation - In the majority of cases, a competitive Request for Proposal is the required vehicle to acquire leased space from a nongovernmental or private entity.
 - Sole Source Justification - In a few unique situations, TTUHSC may be afforded the option to defend the selection of a property through sole source justification.
- Lease Contract
 - Submission of lease contract to the [TTUHSC Contracting System](#).



Expense Lease Process Guidelines Cont.

- Ongoing
 - TTUHSC Department assigns a location manager and lease contract manager to ensure ongoing best value outcomes for the Department and TTUHSC as an institution.
 - Establishing annual Techbuy PO's.
 - Issuing maintenance service orders.
- Expense Lease Process Guidelines Document
 - [Link](#)



Purchasing

FY2021 Funded Orders:

Orders using FY 2021 funding requiring a competitive solicitation must be submitted to Purchasing by 5/31/2021 to ensure completion by year end.

Non-Catalog TechBuy orders using FY 2021 funding (not requiring competitive solicitation) must be submitted to Purchasing by 8/27/2021 to ensure completion by year end.

Punch-out and Catalog TechBuy orders using FY2021 funding must be submitted to the vendor by 8/31/2021 to ensure completion by year end.

Any order not completed by 8/31/2021 will be posted in September against FY 2022 funding.

Any award/PO/Contract requiring approval at the August BOR meeting will need to be completed and ready for submission in advance of the BOR Agenda Book submission deadline (~June).



Purchasing

FY2022 Funded Orders:

All FY 2022 orders must have an accounting date of 9/01/2021 or later and can be submitted starting 05/03/2021.

Orders needing to be in place on 9/01/2021 requiring a competitive solicitation must be submitted to Purchasing for processing by 06/04/2021.

No TechBuy punch-out orders using FY 2022 funding may be entered/submitted prior to 9/01/2021.

Renewals based on existing FY2021 orders must be submitted to Purchasing by 7/06/2021 to enable processing and completion by year end. (Examples: space and equipment rentals/leases, maintenance and service contracts, and multiyear bid awards for commodities.) To renew or extend there must be a renewal option available and the contract/agreement must be active/available in FY22.



Purchasing

FY2021 E&G Funds:

Encumbrances on E&G funds (funds that start with a 10) will **only roll one year**. The encumbrance should be expended by the second year otherwise the encumbrances will systematically be closed on 7/30/2021.

The encumbrance roll process also rolls budget to the next year to cover the encumbrance. This budget can only be used for the associated encumbrance.


Releasing/closing prior fiscal year encumbrances on E&G funds does not release funding to be spent in the current fiscal year. When prior fiscal year encumbrances are closed the associated budgets will also be reversed.

To keep the funds available beyond 7/30/2021 requires action involving multiple Departments, so if there is a legitimate business need to reestablish or keep the FY 2020 encumbrance open please contact Purchasing no later than 8/06/2021.



Purchasing

Purchase Order Reminders

- Change Order
 - Orders that have a quantity entered (1/ea., 2/ea., etc.), please verify that the quantity equals the amount of the change when increasing an order.
 - Example: If an order is \$2.00 @ 1/ea. we cannot increase it by \$2.25. Please make additional notes in the change order when this type of increase occurs, so that Purchasing can take appropriate steps to increase the order.
- Quote
 - Should be current and not expired.
 - GPO contract number is listed if contract is being utilized.
- Hazardous Material
 - TechBuy has this image by the line item. A diamond-shaped symbol with four colored quadrants: red (top), blue (left), yellow (right), and white (bottom).
 - This symbol indicates that the item must be coded as a Hazardous Material (Chemicals).



Purchasing

Purchase Order Reminders Cont.

- Copying Requisition To New Cart
 - When copying a previous non-catalog requisition, remove all attachments from previous requisition to new requisition.
 - Include any comments from approver (IT approvals) to new order.
- Copier
 - When ordering a replacement copier, please **obtain documentation from vendor** showing pick up date and attach to the requisition.
 - Cancellation email from end user should be attached to the PO supporting the decision to replace or remove copier.
 - This will be helpful with keeping track of the copier location.



Purchasing

IT Software/ IT Security

- All IT related purchases (e.g., computers, computer hardware, software, IT services, etc.) are routing to the IT department for review and approval.
- Items that do not follow or meet IT requirements will be returned to the submitter for correction/modification.
- Within TechBuy, IT orders are routed based on several factors, such as account code, vendor name, and purchasing category.
- Reviews are on a first in, first out basis.
- Reviews typically take 2-4 weeks, but may take up to 6 weeks if BAA is required.



Purchasing

Certificate of Insurance (COI)

- When is it required?
 - Services will be performed on Institutional property.
 - Delivery of products on Institutional property.
 - [Insurance Limits Requirements](#)
- Worker Compensation Coverage Waiver
 - If a vendor does not have Worker Compensation Coverage, Purchasing has a waiver form that the vendor needs to fill out.

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 Email

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



Questions

Procurement Services Contacts:

Purchasing – Purchasing@ttuhsc.edu

Accounts Payable – Accounts.Payable@ttuhsc.edu

PCard – PCard@ttuhsc.edu

Travel – Travel@ttuhsc.edu