



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

Procurement Navigation Training

Agenda

Anticipated Duration: 1 Hour

Presenters: John Haynes, Managing Director Purchasing

Who Should Attend: The Procurement Navigation Training is intended for those who utilize the TechBuy system, PCard and Travel System. Content will include live system demonstrations, discussion of system and Q&A opportunities.

- 1) Portal – F&A Work Tools
- 2) Travel
 - a) Webpage
 - b) Travel System
- 3) Purchasing Card (PCard)
 - a) Webpage
 - b) Deviation Requests
 1. Send to purchasing@ttuhsc.edu
- 4) TEAM Application
 - a) Webpage
 - b) Training Document
- 5) Purchasing
 - a) Navigation of TechBuy Home Page
 - b) User Profile
 1. Update phone numbers, color themes, etc.
 2. Default Addresses
 3. Notification Preferences
 - c) Set Home Page
 - d) Types Of Orders
 1. Punch-outs
 2. Hosted Catalogs
 3. Forms
 - a) Non-Catalog
 - b) Standing Orders
 - c) Federal Equipment
 - e) New Vendor Requests
 1. Vendor Team email – vendorteam@ttuhsc.edu
 - f) Change Orders
- 6) Direct Pay
 - a) Forms
 - b) Process



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7) Accounts Payable

a) Receiving

b) Invoices

1. Accounts Payable email - accounts.payable@ttuhsc.edu

8) Contracting

a) Agreements Submission for Signature

b) GPO/COOP Contract Search Tool

c) Solicitation Request Form

9) Questions and Answer Period