



Success Insured

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Special points of interest:

- Purchasing Training
- TechBuy System Changes
- TechBuy Receiving Reminders
- TechBuy Online Encumbrance Change Requests
- Production Dashboard

In recent years Purchasing departments have seen a lot of changes, far from being known as the “purchasing police” or “rubber-stamp approver” of paperwork allowing approval to buy things.

By those perceptions, right or wrong, we have previously been associated with them but they are not what we are all about. With time we have become more strategic contracting units that encompass the entire transaction process from sourcing to payment. Many institutions have had an appropriate name change to their Purchasing department to Procurement department.

Being more aware of rules, processes needed for bids and purchase orders but also managing risk. Dealing with risk assessment, payable management, eProcurement and a host of other duties create value to the entire institution. One area becoming more prevalent to risk in our procurement world is the need for insurance from suppliers. Changes in the insurance industry and their impact on the language on the certificates have triggered changes in how we should manage from the purchasing perspective. Appropriate required insurance policy coverage should match information specified in the contract such as; limits, any additional language, waivers of subrogation and related terms and conditions. Vendors should be contacted for any missing or deficient items or coverage.

The most important thing is to bind the vendor to the insurance requirement in the contract.

Purchasing Training

Regional Campus Purchasing Training

Purchasing will be conducting on-site training at each of the regional campuses during the month of April. Employees new to the TechBuy application should attend the Basic Session which will emphasize TechBuy order mechanics and purchasing processes. The Advanced Session will emphasize competitive solicitations and the utilization of established institutional contracts for non-routine purchases to employees already familiar with TechBuy application and related purchasing processes.

Please click on the appropriate link below to e-mail your attendance request.

A Purchasing staff member will respond with confirmation and a link to the room information, agenda, and presentation documents.

El Paso

April 8th - Basic Session (2 - 4 PM) - Class full

April 8th - Advanced Session (2 - 4 PM)

April 9th - Basic Session (8 - 10 AM)

April 9th - Advanced Session (8 - 10 AM)

Abilene

April 12th - Basic Session (1 - 3 PM)

April 12th - Advanced Session (3 - 5 PM)

Lubbock

April 16th - Basic Session (9 - 11 AM)

April 18th - Advanced Session (1 - 3 PM)

April 23rd - Basic Session (9 - 11 AM)

April 23rd - Advanced Session (2 - 4 PM)

Odessa

April 29th - Basic Session (AM)

April 29th - Advanced Session (PM)

Amarillo

April 30th - Basic Session (10 - 12 Noon)

April 30th - Advanced Session (1:30 - 3:30 PM)

**Purchasing
Training
Locations
Dates
Times**

TechBuy System Change

You will soon be able to shop for Home Depot and Empire Paper products through TechBuy punch-out. The suppliers will be part of e-invoicing with the HUB LoneStar symbol. Home Depot has limited delivery so usage of the site is limited to users shipping locations in Lubbock, Abilene, Amarillo, El Paso and Odessa/Midland.

Reminders

OP 72.09 states that all receiving information for Techbuy purchase orders must be submitted through Techbuy. Invoices will not process unless receiving receipts are created in TechBuy. The system will process automatic reminders to the requisitioner listed on the Purchase Order and will be followed by a reminder every two days.

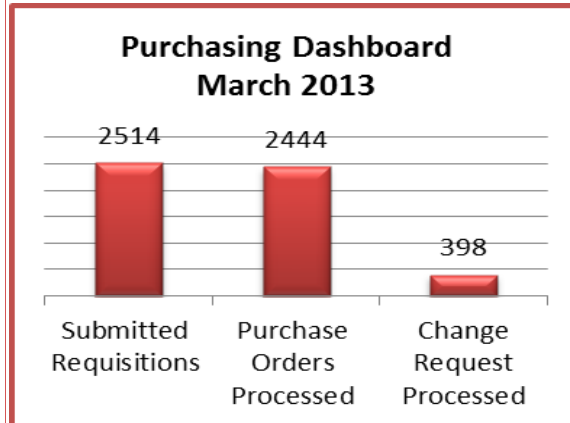
All Purchase Order and Encumbrance close, FOAP additions, amount modifications and Purchase Order re-open requests must be submitted through the online PO/Encumbrance Change Request application form. This Application is available from the WebRaider portal, F&A Work Tools Tab, in the Purchasing / Payment Service Channel.

TechBuy updates
TechBuy Receiving
Reminder
Encumbrance Change
Request Form

Purchasing
Production

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Stay updated and informed!

For TechBuy news, information and updates be sure to sign up at:
<http://www.fiscal.ttuhs.edu/banner/usergroups/UserGroups.aspx>

