



The TTUHSC Purchasing Corner

Issue Number 8

The newsletter of the Purchasing Department

August 2010

INVITROGEN PUNCH OUT

Invitrogen is now using e-Invoicing.

Ghost Cards will not be used for Invitrogen orders & all POs will be encumbered.

You can now view/search for Invitrogen invoices in TechBuy.

NEW PUNCHOUT!

Steelcase Furniture is featured as a punchout on TechBuy.

Advantages include contract pricing, use of local distributors, and on-line quotes.

Participating dealers include:

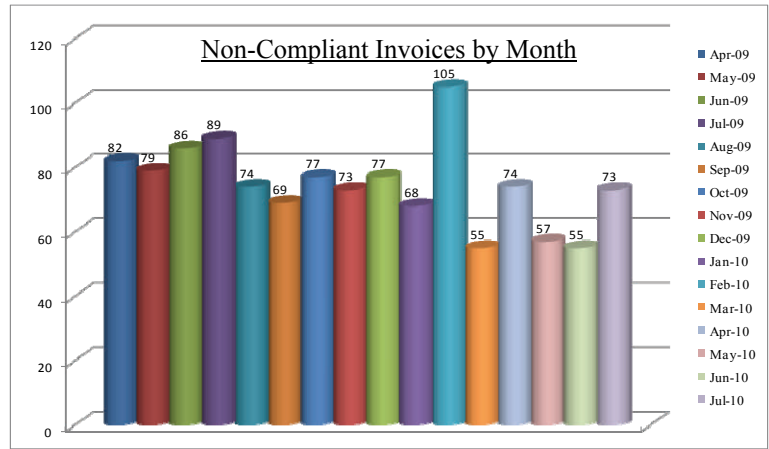
Baker Office Products, Val Brown Interiors, West Supply Company, Abilene Printing & Stationery, and General Office Supply.

CHANGE REQUESTS

Each change request must be sent by a separate email as they will be electronically routed for processing.

Non-Compliant Invoices

Although progress has been made, there has been an increase in non-compliant invoices. Remember, the ordering of products or services prior to the purchase order being issued is considered an obligation without authority and a violation of the Purchasing operating policies.



Warning! PHI and PII

When adding a comment in TechBuy, do **NOT** enter any *Personal Health Information (PHI)*, *Personally Identifiable Information (PII)*, or other confidential information.



The comments you enter in TechBuy are permanent and **cannot** be removed.

Some possible PHI & PII identifiers include:

- ◆ Name
- ◆ Postal address information, other than town or city, state, zip code
- ◆ Telephone/fax number
- ◆ E-Mail address
- ◆ Social security numbers
- ◆ Account numbers
- ◆ Certificate/license numbers
- ◆ Vehicle identifiers and serial numbers including license plate numbers
- ◆ Device identifiers & serial numbers
- ◆ Internet protocol address numbers

TechBuy Version 10.2 Available

New features of TechBuy 10.2 include:

- ◆ Enhanced Product Search:
Plurals are now handled so that "glove" and "gloves" will return the same results.
- ◆ Assign cart audit trail
Adding, deleting, and changing lines will be tracked.
- ◆ PR Validation/Budget Check:
If budget check fails, the requisition will be **returned** to the preparer rather than being automatically rejected.
- ◆ Invoice search feature is now available in the top right corner action box.

Vendor Team E-Mail Address

A new functional email address has been created for vendor code requests & issues. The email address is vendorteam@ttuhsc.edu

This mailbox is monitored by both members of the HSC Vendor Setup Team, Dolores Ramirez (Unit Supervisor) and Sandra Senter (Coordinator).

CDW-G

CDW-G payments are no longer paid by Ghost Card.

All CDW-G orders are encumbered.

There is no need to search for and select the HSC-fulfillment center vendor record.

