



Adjust With the Times or Get Left Behind

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Special points of interest:

- Strategic sourcing roadmap
- New TechBuy Functions/ Enhancements
- TechBuy Job Aids
- Cardinal Holiday Schedule
- Purchasing Department Contacts

We are working in a time of unprecedented magnitude and speed of change. From historically high commodity pricing to the advent of technology to drive decision making, the environment in which we operate is in a constant state of flux. Accordingly, our strategic sourcing roadmap (SSR) must—and will—change along the way to our destination. Strategies and tactics that were effective two years ago might not be applicable now.

As commodity prices rise, supplier prices are increasing more. We sometimes have little leverage with key suppliers.

With a vision to better manage costs, a strategy can be initiated to lengthen the bidding cycle for higher spend categories—in some cases, up to 12 months. Given the increase in value this longer commitment represented, suppliers are sometimes willing to reduce overall pricing even in the face of higher input costs.

Anticipate having to revise your SSRs. Plan to back up, take unplanned detours and change course to navigate around roadblocks or take advantage of opportunities. Many roads can help you reach the destination, so be flexible enough to shift direction as needed.

Sourcing leaders must provide their organizations with a desired future state. Beginning with this end in mind is critical to achieving the sourcing goals of quality, supply reliability and low cost.

Additionally, achieving these goals requires a comprehensive plan that plots the course for achieving your future state. This plan is guided by an SSR that assures a clear course of action for the organization to take.

TechBuy System Functions/Enhancement

Transcription Service supplier

We are pleased to announce that Viva Transcription Corporation has been selected and approved as a preferred supplier of transcription services. Following thorough review, a multi-year award agreement was reached coinciding with the federal GSA contract effective through March 19 2014. Viva Transcription has been working with TTUHSC since 2007 and was recently awarded an expansion in services at the Paul L. Foster School of Medicine. Viva Transcription, as a federal government contract holder, has clients in forty nine states and Canada. Contact and additional information available from Purchasing Processes> TechBuy> Contracts

Need Assistance in Submitting TechBuy Requisitions

The new Job Aids section has been added to the TechBuy Training Documentation page.

<http://www.fiscal.ttuhs.edu/purchasing/techbuydoc.aspx>

TechBuy Quick Search

The 11.3 release of TechBuy will introduce “Document Search” November 7th which adds an enhanced simple search capability to TechBuy allowing for searches across multiple documents. This search function will allow users to enter in any of the searchable field’s data into the quick search and search across all documents; PR, PO, Invoice#, Supplier Invoice #, Contract #, Catalog#, and supplier name.

New TechBuy
Functions/
Enhancements

Reminders

Reminders

Warning! PHI and PII

When adding a comment or document in TechBuy, **DO NOT** enter any Personal Health Information (PHI), Personal 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:

- Full name
- Postal address information, other than town or city, state, zip code
- Telephone/fax number
- E-Mail address
- Social security numbers
- Financial account numbers
- Certificate/license numbers
- Vehicle identifiers and serial numbers including license plate numbers
- Device identifiers & serial numbers

CARDINAL Ship-to

When ordering Medical/Surgical supplies from Cardinal, the expense will be charged to the FOP associated with the Ship-to code selected by the user regardless of FOP entered in TechBuy Line and Header FOAP Summary field.

If you need to change the FOP associated with a Ship-to code, please email your request to purchasing@ttuhsc.edu

Cardinal Holiday Shipping Schedule

CHRISTMAS AND NEW YEAR Holiday Shipping Schedule

Private Fleet Deliveries

For customers who would normally have a delivery 12/26/2011 AND 1/02/2012 via a Cardinal truck they will receive their order on their Next scheduled delivery day.
 PROVIDED THEIR ORDER HAS BEEN PLACED BY NOON. 12/23/2011 AND 12/30/2011

Commercial Carrier Deliveries

- UPS CLOSED 12/26/2011 AND 1/02/2012
- SAIA CLOSED 12/26/2011 AND 1/02/2012
- BEAVER CLOSED 12/26/2011 AND 1/02/2012
- CENTRAL CLOSED 12/26/2011 AND 1/02/2012
- EXPRESS COURIER CLOSED 12/26/2011 AND 1/02/2012

Refrigerated Products

If you currently receive your refrigerated products via a Cardinal truck product will ship as indicated above under Private Fleet Deliveries.

There will be no deliveries via Commercial Carriers on 12/26/2011 AND DAY AFTER 12/27/2011 OR 1/02/2012 AND DAY AFTER 1/03/2012 for all refrigerated products.

Frozen Drug Products

There will be no deliveries made 12/26/2011 AND DAY AFTER 12/27/2011 OR 1/02/2012 AND DAY AFTER 1/03/2012. The exception to this are local same day orders routed BX1 that are delivered by our courier on 1/03/2012 Frozen deliveries will resume on 12/28/2011 AND 1/04/2012. Those customers affected by the Holidays will receive their order on their next scheduled frozen drug delivery day.

PLEASE CALL DALLAS TRANS DEPT WITH ANY SPECIAL FROZEN DRUG NEEDS.

This Holiday Schedule will help us maintain the level of service you require. However, if you have any unique circumstances or special delivery requests, please contact either Cardinal Health or Baxter Customer Service and they will do their best to accommodate you.

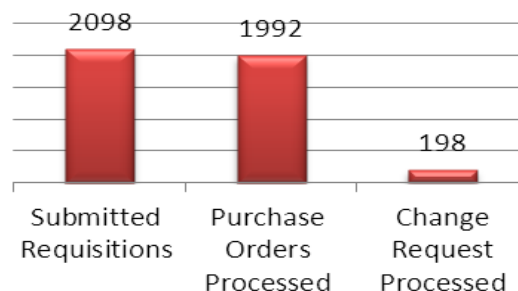
Purchasing Department Contacts

Office phone number; 806-743-7841
 Fax number 806-743-7850

John Haynes – Director ext. 262
 Shawn Olbeter—Sourcing Manager ext. 261
 Bodie Taylor – Sr. Purchaser ext. 263
 Sylvia Bradley – Sr. Purchaser ext. 265

Dollie Banos – Purchaser ext. 267
 Teri Floyd—Analyst ext. 259
 Dolores Ramirez—Vendorteam Unit Supervisor ext. 260

**Purchasing Dashboard
 November 2011**



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](http://www.fiscal.ttuhs.edu/banner/usergroups/UserGroups.aspx)



**Cardinal Holiday
 Schedule**

Purchasing Staff

**Purchasing
 production**