



Updating your TechBuy Profile Information

Inside this issue:

TechBuy Profile	1
TechBuy Enhancements	2
Reminders	2
Purchasing Contacts	2
Sam's Warehouse membership	3
Solicitation Documents	3

Special points of interest:

- Updating TechBuy Profile
- New TechBuy Functions/ Enhancements
- Solicitations
- Sam's Membership



Has your department location changed?

Each TechBuy user has a unique profile which contains information specific to them. The contact name, phone, and email fields should all default from your user settings. If this information is incorrect, please correct the information in your user settings. You can access your User Profile in two ways. In Techbuy, click on the Profile link in the upper left-hand corner to the right of the username or select the Profile option on the far right of the navigation bar. Your profile should open to the User Settings tab and the User Identification sub-tab. This sub-tab houses your basic contact and log in information. Review the populated information and make any necessary changes. You must select your department from the drop-down list. It should begin with HSC followed by the title of the department. When you are satisfied with the changes, Select Save.

TechBuy System Functions/Enhancement

TECHBUY RECEIVING TUTORIAL has been updated

The receiving receipt feature allows you to enter receiving in TechBuy. All receiving information for TechBuy purchase orders must be submitted through the TechBuy receiving process.

All orders must be received, no matter the vendor or type of order.

For additional information on required receiving, please review HSC OP 72.09.

The training tutorial can be viewed by clicking on the following link:

http://www.fiscal.ttuhs.edu/captive_training/TechBuyReceiving/TechBuyReceiving.htm

Also found under the Account Payable website

Reminders

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>

BestBuy

BestBuy punch-out has been activated in the TechBuy punch-out. It is not an e-invoice vendor yet, paper invoices will still be received. There is no in store pick-up at this time.

Invitrogen™ is part of Life Technologies.

Now, all of your Invitrogen products can be ordered at Life Technologies. The official name change will occur 1/23/2012 to Life Technologies; the TechBuy punch-out has already been changed. Vendor will be updating their vendor tables so the PO's and invoices match.

TechBuy Requisitions

When completing Tech-Buy requisitions with two or more line items, please select the **same** purchase category for all of the lines.

It is required to include a benefit and purpose to institution for purchase which will assist in promptly expediting order to supplier.

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

Janice Brumley—Section Supervisor ext. 264

Dolores Ramirez—Unit Supervisor ext. 260

Sylvia Bradley— Sr. Purchaser ext. 265

Bodie Taylor—Sr. Purchaser ext. 263

Dollie Banos—Purchaser ext. 267

Teri Floyd—Analyst ext. 259

New TechBuy
Functions/
Enhancements

Reminders

Purchasing Contacts

Sam's Club Membership

Departments now have the ability to obtain a SAM'S Club membership card. Membership fees are \$35.00 for each person who has a membership card. A department may have up to eight (8) individuals with membership cards. The membership will be in the name of the Texas Tech University Health Sciences Center/Department of _____.

The membership fees can be paid with the departmental purchasing card.

Purchases made at SAM'S Club for department use MUST be made using the department's Purchasing Card. Employee reimbursements are not allowed for SAM'S Club purchases.

NO PERSONAL PURCHASES ARE ALLOWED ON THE TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER SAM'S CLUB MEMBERSHIP CARD. This membership card reflects a tax exempt status. State employees are not entitled to tax exemption for personal purchases.

Any abuse or misuse of this SAM'S Club membership will result in the immediate revocation of the membership card and any other disciplinary actions deemed appropriate.

If an employee who has a SAM'S Club membership card terminates employment with TTUHSC, it will be the Administrator's responsibility to collect the SAM'S Club membership card.

Solicitation Documents

Request for Quotes (RFQ), Invitation for Bids (IFB), Request for Proposals (RFP) are used by the state to solicit responses from suppliers to sell goods or services and should not be construed as an order by the state to make any purchase. A Request for Information (RFI) is used to obtain information from the vendor community that may or may not be used to develop a solicitation document at a later date. To be responsive, vendors should always review instructions, the terms and conditions of the solicitation document and include all information and signatures as required. The bid or proposal must be returned to the address listed in the solicitation document by the time and date indicated for the bid opening or proposal deadline.

Occasionally, the state may utilize the assistance of a consultant in the development of a solicitation document. These consultants are obtained either through a standing consultant contract or through a competitive bid process. The consultants who participate in this process will be required to prepare and submit a nondisclosure statement regarding the procurement. Any consultant who assists in the development of a solicitation document will be prohibited from submitting a bid/proposal in response to that solicitation or from otherwise performing work on any contract directly resulting from that particular solicitation document, unless the state expressly waives this restriction in writing.

Vendors who respond to RFIs may respond to any solicitations resulting from the RFI.

For additional information please refer to the state vendor guide:

http://www.window.state.tx.us/procurement/pub/vendor_guide.pdf

Sam's Membership Club

Solicitation Documents

**Purchasing Dashboard
January 2012**



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>

