



# The TTUHSC Purchasing Corner

Issue Number 12

The newsletter of the Purchasing Department

January 2011

## Announcing

### CLIA Laboratory Fees

Direct Pay is the most appropriate system to initiate the certification because payment is required in advance.

**Abacus Computers Inc** is now a Catalog punchout vendor on TechBuy

**AquaOne**  
If your department is receiving services from AquaOne, please verify that you have a FY2011 PO per each account. To initiate new service with Aqua One, please submit a TechBuy standing order with two line items—one for the bottles and one for the equipment rental in the amount of \$1.00. No encumbrance will be established. Submit the statement and invoices as supporting documentation with the Direct Pay transaction. You cannot use a departmental purchasing card.

## Hot Topic:

### A Way to Increase Sustainability and Reduce Costs

TTUHSC Purchasing, together with Summus Staples, are announcing an important initiative for the institution. We recommend a minimum order of \$50 for all office supply orders which will eliminate an estimated 200 purchase orders annually. This simple change supports our efforts to lower our carbon footprint and reduce waste. By eliminating purchase orders for office supplies under \$50, and thereby potentially eliminating packages, the environmental benefits yielded due to the reduction of additional packages minimizes CO2 and pounds of packaging waste. By meeting this minimum, additional savings will result as Summus Staples also assesses a \$5 surcharge on all orders valued below the \$50 minimum.

## CONTRACT ADMINISTRATION

### Cancellation of Orders-

Items or orders may be canceled without the consent of the supplier due to failure to fulfill their contractual obligations. The requisitioning department should contact Purchasing for guidance if the supplier has failed to comply with the purchase order or contract terms. If cancellation is requested by the requisitioning department for some reason other than the fault of the supplier, the supplier's permission to cancel is necessary, and should be obtained from the supplier in writing.

### Shipments from Canceled Orders-

Requisitioning departments are not under any obligation to accept shipments from canceled orders. However, if it is in the department's best interest to accept the shipment; the order should then be reinstated by emailing Purchasing. If the requisitioning department does not want the shipment, they should notify the supplier.

### Failure to Meet Specifications –

Notify the supplier in writing and request that the problem be corrected. A copy of all correspondence should be sent to Purchasing.

## TechBuy Document Prefixes

### PH

Some purchases applied to catalog orders (Punchout or science catalog orders) will have a document prefix of PH. **These documents do not encumber**; therefore, they are not fed to Banner.

### TB

The transactions entered on the standing order form will be brought to Banner as a general encumbrance (Banner document prefix EH) and will maintain the TB document prefix within TechBuy.

### P

Once a TB document has posted to Banner, it receives a Banner document ID with a prefix of P. This Banner document is fed back to TechBuy and replaces the TB document number.

## Assigning a Cart

1. Prior to assigning the cart, make sure the person you are going to assign the order to has Banner Fund authority for the fund they will be using.
2. Complete the Punch-out, Catalog, Non-catalog, or Standing Order form and bring it to a TechBuy cart.
3. Click on **Assign Cart** instead of Review.
4. Click on the **Search for an assignee** link, and then type in the last name of the person you wish to assign to and click **Search**.
5. Select the Radio button by the person's name, and click on the **Choose Selected User** button.
6. Type a note as required, then click the **Assign** button.

**Purchasing Dashboard -December 2010**

