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Special points of interest:

- Preparation for 2013
- Procedures for TechBuy eInvoice
- Purchasing News
- Purchasing Contacts
- Production Dashboard



By being pro-active and preparing purchase order requests ahead of time, processing can be efficient with effective productivity for all this New Year!

TechBuy Receiving

OP 72.09 States that all receiving information for Techbuy purchase orders must be submitted through Techbuy

Effective Monday, January 7th, a three-way match process will be live in TechBuy for all "eInvoice" vendors.

This means invoices will not process unless receiving receipts are created in TechBuy. The automatic three-way match process will start with eInvoices over \$5,000.

Going forward, in approximately three months, the dollar limit will be lowered to \$500.

The system will process automatic reminders to the requisitioner listed on the Purchase Order and will be followed by a reminder every two days.

For those already entering receiving information in TechBuy upon receiving the items/services, there will be no change.

An eInvoice on your ledgers is recognized by the invoice number that begins with "V9" i.e., "V9xxxxx". These invoices can be found in TechBuy under the "invoice" tab for a specific PO.

The Receiving Training Tutorial can be viewed by clicking on the following link:

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

Additional information available on Accounts Payable website

If you would like additional training, please contact Accounts Payable by email or call 806 743 7851.

Please send all questions or suggestions to Accounts.Payable@ttuhsc.edu

eInvoice Vendors

- | | |
|-------------------------------------|--------------------------|
| Airgas (Cuevas) | PDME (Fastenal) |
| Agilent Technologies | PerkinElmer |
| Apple | Promega |
| B and H | Qiagen |
| Best Buy | Roche Diagnostics |
| Bio Rad | Santa Cruz |
| Chemglass | Sigma Aldrich |
| Complete Book | SHI Government |
| CDW (Compsol) | (Summus) Cardinal |
| Fisher Scientific | (Summus) Dell |
| Grainger (Burgoon) | (Summus) Staples |
| Intergrated DNA Technologies | (Summus) VWR |
| Life Technologies | |

Quick Tips:

Please do not wait for TechBuy to request receiving information. If the item(s) and/or service(s) have been received, a receipt should be created in TechBuy. 2 types of receipts:

Cost receipt is for Services

Quantity receipt is for Items/Goods

TechBuy
Receiving
Information for
eInvoice

TEAM Application

FYI to Financial Manager about the TEAM Application and handling internal hires/transfers:

Financial Managers need to wait for the termination ePAF to post prior to adding employees to the TEAM Application when the employee being added is an internal hire/transfer. Failure to wait for the termination ePAF to post can result in having to set the employee up a second time.

Congratulations

Teri Floyd, Sr. Purchaser will be out on extended leave following delivery of a new baby boy December 30, 2012. Please send Purchasing inquiries you have for Teri to purchasing@ttuhsc.edu email address for assistance.

Welcome Juan Lucero as the new Purchaser, December 10, 2012.

Purchasing Training

Purchasing training schedule dates will be announced in near future for new TTUHSC employee's whose duties consist of purchasing and those who desire a refresher. If you have not subscribed to the TechBuy user groups to receive TechBuy email notifications of updates and information please access the following link; <http://www.fiscal.ttuhsc.edu/banner/usergroups/UserGroups.aspx>

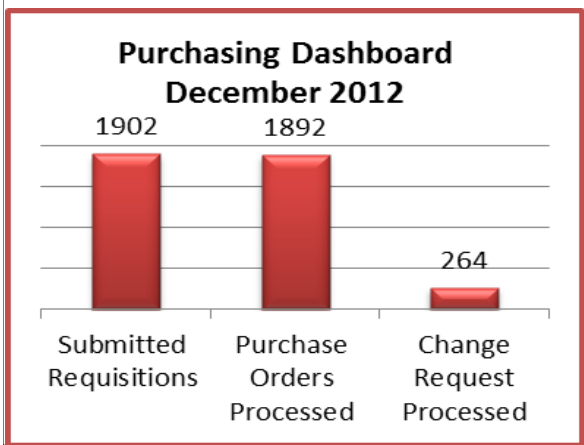
Purchasing Department Contacts
Office phone number; 806-743-7841
Fax number 806-743-7850

John Haynes, Director - 743-7387	Shawn Olbeter, Unit Associate Director - 743-7386
Lora Turpin, Section Manager - 743-7392	Janice Brumley, Section Supervisor - 743-7389
Dolores Ramirez, Unit Supervisor - 743-7385	Teri Floyd, Sr. Purchaser - 743-7384
Sylvia Bradley, Sr. Purchaser - 743-7390	Linda Anderson, Analyst II - 743-7388
Juan Lucero - Purchaser - 743-7391	

**TEAM Application
requirement**

Purchasing News

**Purchasing
Production**



Stay updated and informed!

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

