Texas Tech University Health Sciences Center
Purchasing Corner Newsletter

Issue 30

July 2012

Special points of interest:

- TechBuy Browsers
- Fiscal Year Guidelines
- Purchasing Contract web links
- Production Dashboard

TechBuy Supported Browsers

SciQuest applications are developed using generally accepted standards for browser-based applications.

The following browsers will be supported starting July 22, 2012 (SelectSite 12.2 release):
• Firefox 13 added to the certified browser list for Windows
• Safari 5.0 added to the certified browser list for Mac
• Chrome v 18-19 added to the supported browser list for Windows
• Support for Firefox 3.6 will be discontinued starting November 4, 2012 (with the 12.3 release).
NOTE:
This browser version was end-of-life by Mozilla on April 24, 2012.

Supported Mobile Browser / Operating Systems for Email Approvals

Supported combinations of Browser/Operating Systems for use with Email Approval functionality
- **NOTE**:
SciQuest has tested specific mobile OS/Browser combinations. This is not an exhaustive list of OS/Browser combinations that can be used with email approvals, but instead is a list of those that have been tested.
• Readability of emails may vary based on email client and email formatting selected. If an HTML email received is unclear, user may configure their profile to receive plain text approval emails.

• **Supported Mobile Devices**
BlackBerry 4.5, 5.0-6.0 use Blackberry Browser
Android 1.X 2.0-2.3 use Android – embedded browser
iPhone/ iPad iOS 4, iOS 5 use Safari – embedded browser
NOTE: iPad and iOS 4 and iOS 5 are supported by SciQuest, however not all Supplier punchout sites will support this hardware and/or operating system.

Important reminders for Fiscal Year 2012

Fiscal year 2012 year end reminders and guidelines

TTUHSC Open Encumbrance Review Process

- Review all open encumbrances at the following location in Cognos: Public Folders > HSC Finance > Encumbrances, Invoices and Checks > **Open Encumbrances by Fund & Orgn**

    Review for validity – is order expected to be fulfilled before 08/31/2012?

    PR (Payroll) and EA (Communication Services) encumbrances will clear systematically – you do not have to request their closure

    Request PO / Encumbrance Close from the PO & Enc Change Request link at http://www.fiscal.ttuhsc.edu/downloads/PO&Enc_Change_Request.xls

- All encumbrances on state funds that rolled from FY 2011 to FY 2012 (**original transaction date prior to September 1, 2011**) will be closed **August 1, 2012**

- ***If the encumbrance is still valid, you must notify Purchasing at purchasing@ttuhsc.edu prior to August 1, 2012***

Important Notes:

- Encumbrances on E&G funds (funds that start with a 10) will **only roll one year**. The encumbrance should be expended by the second year otherwise the encumbrances will systematically be closed.

- The encumbrance roll process also rolls budget to the next year to cover the encumbrance. This budget can only be used for the associated encumbrance.

Releasing/closing prior fiscal year encumbrances on E&G funds does not release funding to be spent in the current fiscal year. When prior fiscal year encumbrances are closed the associated budgets will also be reversed.

Need Assistance in Submitting TechBuy Requisitions

The new Job Aids section has been added to the TechBuy Training Documentation page. http://www.fiscal.ttuhsc.edu/purchasing/techbuydoc.aspx

Warranties

Multi-year warranties or Service Agreements submitted using State appropriated funds is not an allowable expense and will not be approved on any TechBuy requisition form.
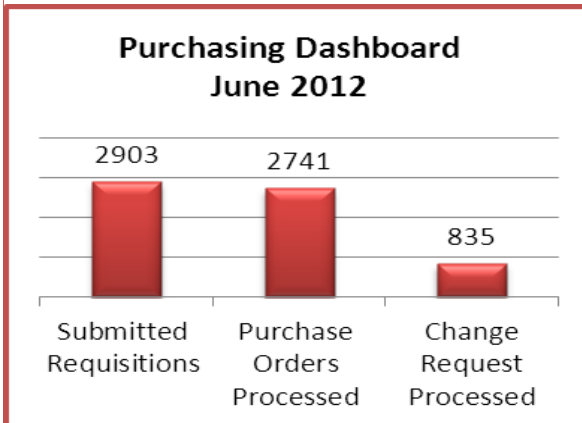
Links to some Purchasing contracts

Term Contract/State Contracts/TXSmartBuy
http://www.window.state.tx.us/procurement/contracts/all_term/
Texas Multiple Award Schedules (TXMAS)
http://www.window.state.tx.us/procurement/prog/txmas/
Department of Information Resources (DIR)
http://www2.dir.state.tx.us/ict/contracts/Pages/ProductsServices.aspx
Educational & Institutional Cooperative Purchasing (E&I)
https://www.eandi.org/Default.aspx
FirstChoice Cooperative
http://www.fccoop.org:8080/web/guest;jsessionid=a63a37317cf419a577134dccf328
Novation/Provista
https://www.provistaco.com
Premier
https://www.premierinc.com/about/suppliers/contacts.jsp
Texas Interlocal Purchasing (TIPS)
http://www.tips-usa.com
The Cooperative Purchasing Network (TCPN)
http://www.tcpn.org
BuyBoard
https://www.buyboard.com
National Joint Powers Alliance
http://www.njpacoop.org
U.S. Communities
http://www.uscommunities.org

TTUHSC Contract links

Purchasing Contacts

New Purchasing Employee

Production Dashboard

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

John Haynes, Director - 743-7387

Shawn Olbeter, Unit Associate Manager- 743-7386

Janice Brumley, Section Supervisor - 743-7389

Dolores Ramirez, Unit Supervisor - 743-7385

Sylvia Bradley, Sr. Purchaser - 743-7390

Teri Floyd, Sr. Purchaser - 743-7384

Dollie Banos, Purchaser - 743-7391

Linda Ander, Analyst II - 743-7388

Purchasing Dashboard June 2012

2903	2741	
		835
Submitted Requisitions	Purchase Orders Processed	Change Request Processed

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