



Inside this issue:

Open Encumbrances	1
Profile Updates	2
Orders to Cardinal	2
Bottled Water Order Process	3

Special points of interest:

- Encumbrance Close
- TechBuy Profile
- Cardinal
- TechBuy Suppliers
- Production Dashboard

FY 2013 funded orders:

Orders using FY 2013 funding requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing by 06/03/2013 to ensure completion by fiscal year end.

Non-Catalog TechBuy orders using FY 2013 funding not requiring bids must be submitted to Purchasing by 08/23/2013 to ensure completion by fiscal year end.

Punch-out and Catalog TechBuy orders using FY 2013 funding must be submitted to the vendor by 08/29/2013 to ensure completion by fiscal year end.

Any order not completed by 08/30/2013 will be posted in September against FY 2014 funding.

FY 2014 funded orders:

All FY 2014 orders must have an accounting date of 09/01/2013 or later.

Orders needing to be in place on 09/01/2013 requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing for processing by 06/11/2013.

No TechBuy punch-out orders using FY 2014 funding may be entered/submitted prior to 09/01/2013.

Renewal orders based on current FY2013 orders must be submitted to Purchasing by 07/09/2013 to enable processing and completion by fiscal year end. (Examples: space and equipment rentals/leases, maintenance and service contracts, multiyear bid awards for commodities).

FY 2012 E&G Funds:

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 on 08/01/2013.

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.

To keep the funds available beyond 08/31/2013 requires action involving multiple Departments, so if there is a legitimate business need to reestablish or keep the FY2012 encumbrance open please contact Purchasing no later than 08/09/2013.

Updating TechBuy Profile

Installation of new phone equipment and systems has changed phone numbers of TechBuy users. Before completing your TechBuy requisition it may be necessary to edit your profile information from 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.

These TechBuy Reference Guide links will assist you with making proper changes.

<http://www.fiscal.ttuhscc.edu/downloads/TBM/TOC.pdf>

<http://www.fiscal.ttuhscc.edu/downloads/TBM/3.pdf>

Placing Orders for Cardinal Med/Surg Items

If you need to place an order for Cardinal items the order must be placed through the TechBuy Cardinal punch-out. Placing orders directly on Cardinal.com, by telephone, fax, or any other method is not allowed. If you are unable to locate an item from the punch-out site, please contact the TTUHSC Cardinal sales representative Connie Piel by email at connie.piel@cardinalhealth.com, to obtain a quote. Items that are not found on the punch-out will need to be placed using a non-catalog order form in TechBuy.

Substituted items are not allowed. If upon receiving the item and it is documented that an item has been substituted, please contact the sales representative noted above and request a return. The items will need to be re-ordered on a new purchase order. If you have additional questions please email purchasing@ttuhsc.edu.

FY 2013 funded orders:

Non-Catalog TechBuy orders using FY 2013 funding not requiring bids must be submitted to Purchasing by 08/23/2013 to ensure completion by fiscal year end.

Punch-out and Catalog TechBuy orders using FY 2013 funding must be submitted to the vendor by 08/30/2013 to ensure completion by fiscal year end. Any order not completed by 08/31/2013 will be posted in September against FY 2014 funding.

User Profile
Information

Cardinal Orders

2013 Fiscal Year
End

AquaOne Bottled Water Services

If your department is receiving services from AquaOne you are not required to submit a renewal PO for FY 2014. Continue to submit the statement and invoices as supporting documentation with the Direct Pay transaction.

To initiate new service with Aqua One, please submit a TechBuy HSC Standing Order Form with two line items—one for the bottles and one for the equipment rental in the amount of \$1.00 each.

No encumbrance will be established.

Submit the statement and invoices as supporting documentation with the Direct Pay transaction.

Departmental purchasing card is prohibited.

TechBuy Suppliers

TechBuy punch-out suppliers New England BioLabs and Cell Signaling are in the process of integrating to e-invoice for payment processing.

Global Assets will be available for to place orders.

BestBuy punch-out vendor will be removed from list of punch-out vendors.

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

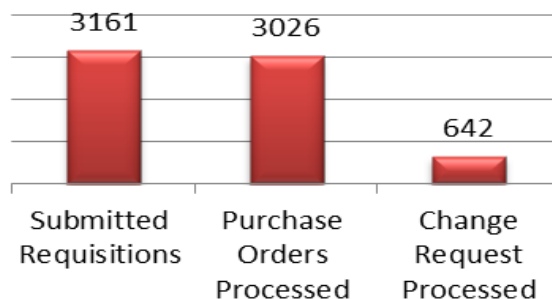
John Haynes, Managing Director - 743-7387	Shawn Olbeter, Associate Managing Director- 743-7386
Lora Turpin, Section Manager - 743-7392	
Dolores Ramirez, Unit Supervisor - 743-7385	Janice Brumley, Section Supervisor— 743-7389
Sylvia Bradley, Sr. Purchaser - 743-7390	Teri Floyd, Sr. Purchaser - 743-7384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

AquaOne Bottle Water
Service Orders

TechBuy Suppliers

Production
Dashboard

Purchasing Dashboard June 2013



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>

