Special points of interest:

- Contract Search Tool
- TechBuy form changes
- Invoices
- Production Dashboard
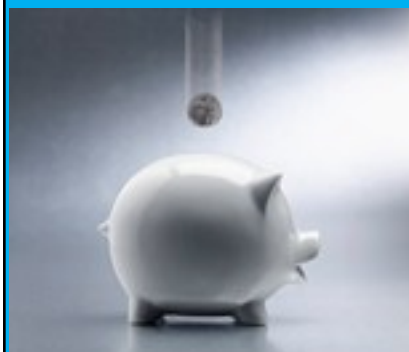
TechBuy Contract SearchTool

The TTUHSC Purchasing Office has created a consolidated way to search for and utilize contracts for purchase transactions.

TechBuy Contracts

https://www.fiscal.ttuhsc.edu/TechBuyContracts

Contracts result from competitively bid vendor solicitations that meet Texas Procurement Code requirements and TTUHSC Purchasing Processes. As a result, TTUHSC departments may qualify to purchase at higher dollar amounts without having to perform additional bidding steps.

The application is intended to:

1. Provide a contract vendor search tool. (Option #1)

2. Provide a contract vendor product/service category search tool. (Option #2)

3. Provide summary information about the contract.

Provide a Purchasing Department contact for assistance.

Visit the link on the Techbuy Shop Page.

Introducing the TTUHSC Contract Tool

Tired of Bid Limits! Choosing a contract vendor means sourcing work has already been done for you!

Try it today by clicking on the icon below:

**basic user instructions can be found on the page (+)Help.

Contact Purchasing for additional assistance.

TechBuy Contracts Search Tool

TechBuy Updates

TechBuy HSC Non-Catalog Form

Changes are coming to the Non-Catalog Forms in TechBuy. In March the forms will be updated, removing the Sole Source and Propriety section. For Requisitions requiring a Sole Source or Proprietary Statement submitters should be using the Sole Source or Proprietary Justification form found on the Purchasing home page.
Link to form: http://www.fiscal.ttuhsc.edu/purchasing/collateral/Sole%20Source%20or%20Proprietary%20Purchase%20Justification.pdf

Invoices attached to TechBuy requisitions do not initiate payment. Documents must be forwarded to Accounts Payable department for payment to process properly.
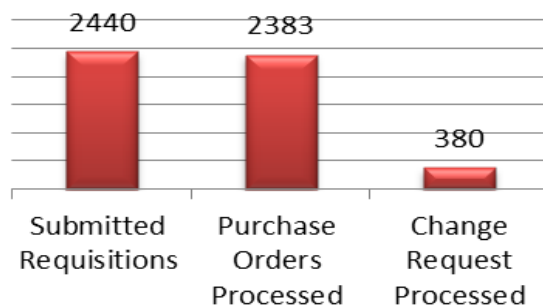
TechBuy updates
Invoice Processing
Reminder

Purchasing
Production

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

John Haynes, Managing Director - 743-7387	Shawn Olbeter, Unit Associate Director- 743-7386
Lora Turpin, Section Manager - 743-7392	Janice Brumley, Section Supervisor -
Dolores Ramirez, Unit Supervisor - 743-7385	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

Purchasing Dashboard February 2013

Submitted Requisitions	Purchase Orders Processed	Change Request Processed
2440	2383	380

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