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Special points of interest:

- COOP Purchasing
- New TechBuy Functions/ Enhancements
- Cardinal Ship-to-code
- Delegated Purchases
- Purchasing Department Contacts

Potential to Achieve Greatness

Different ways agencies have been successful in delivering efficient, effective, fiscally responsible and innovative results is through Cooperative procurement (or piggy-backing off another government agency's previously solicited contract). This aggregates the purchasing power of multiple government agencies in order to drive down deeper discounts on goods and services, while at the same time reducing administrative expenses. Shared purchasing is just one way in which agencies can cooperate with each other to save time and money.

Through the use of cooperative procurement is a simple, yet innovative method of achieving IOR (improved operating results). This method has been proven to reduce product costs, increase efficiencies and stretch shrinking budgets during difficult times. Cities, counties, states and school districts across the country are demonstrating IOR and greatness today by utilizing cooperative procurement.



TechBuy System Functions/Enhancement

TechBuy Showcased Supplier **Promega** is available for use through Punch-out function

Transcription Service supplier

We are pleased to announce that Viva Transcription Corporation has been selected and approved as a preferred supplier of transcription services. Following thorough review, a multi-year award agreement was reached coinciding with the federal GSA contract effective through March 19 2014. Viva Transcription has been working with TTUHSC since 2007 and was recently awarded an expansion in services at the Paul L. Foster School of Medicine. Viva Transcription, as a federal government contract holder, has clients in forty nine states and Canada. Contact and additional information available from Purchasing Processes> TechBuy> Contracts

TechBuy Quick Search

The 11.3 release of TechBuy will introduce “Document Search” November 7th which adds an enhanced simple search capability to TechBuy allowing for searches across multiple documents. This search function will allow users to enter in any of the searchable field’s data into the quick search and search across all documents; PR, PO, Invoice#, Supplier Invoice #, Contract #, Catalog#, and supplier name.

Reminders

TechBuy Receiving Information

Receiving must be completed in TechBuy for all items and services received by the institution. This includes e-Invoices. Although departments are not receiving paper invoices or requests from Accounts Payable to complete receiving for invoices received in TechBuy, receiving must still be completed timely (in TechBuy) for all items received. The date the items were received **MUST** be entered under “Receipt Date”. If a date is **not** entered, the day the receiving receipt was created will appear as the receipt date.

Notary without Bond

TTU Risk Management Office will no longer be receiving Notary Applications and acknowledgement for processing. It will be the responsibility of the departments purchasing the Notary to mail their own paperwork to HSC Purchasing (STOP 9021) also indicating the pending TechBuy requisition number. Advance pay required must be selected on the requisition and a note within the Internal Notes and Attachments field indicating the original documentation is being forwarded to Purchasing.

Delegated Purchases and Procedures

Departments have been given the delegated authority to obtain quotes or bids for request of commodities or services (including shipping) that will not exceed \$25,000.00. Because TTUHSC employees have the delegated authority to obtain informal quotes for purchase requests not exceeding bid limits, it is important to understand the bid requirements prior to making the decision to submit a TechBuy requisition.

The link provides a guideline when bids maybe required, further details are available from Purchasing Processes > purchasing manual.

<http://www.fiscal.ttuhs.edu/purchasing/collateral/Bid%20Limits.pdf>

New TechBuy
Functions/
Enhancements

Reminders

Warning! PHI and PII

When adding a comment or document in TechBuy, **DO NOT** enter any Personal Health Information (PHI), Personal Identifiable Information (PII), or other confidential information. The comments you enter in TechBuy are permanent and cannot be removed. Some possible PHI & PII identifiers include:

- Full name
- Postal address information, other than town or city, state, zip code
- Telephone/fax number
- E-Mail address
- Social security numbers
- Financial account numbers
- Certificate/license numbers
- Vehicle identifiers and serial numbers including license plate numbers
- Device identifiers & serial numbers
- Internet protocol address numbers

CARDINAL

When ordering Medical/Surgical supplies from Cardinal, the expense will be charged to the FOP associated with the Ship-to code selected by the user regardless of FOP entered in TechBuy Line and Header FOAP Summary field. If you need to change the FOP associated with a Ship-to code, please email your request to purchasing@ttuhsc.edu

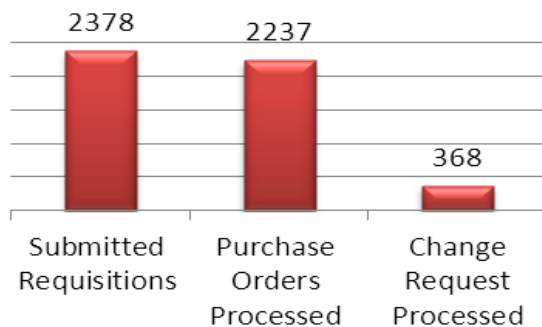
PHI and PII
Ship-to-code for Cardinal
Purchasing Staff
Purchasing production

Purchasing Department Contacts

Office phone number; 806-743-7841
 Fax number 806-743-7850

John Haynes – Director ext. 262	Dollie Banos – Purchaser ext. 267
Shawn Olbeter—Sourcing Manager ext. 261	Teri Floyd—Analyst ext. 259
Bodie Taylor – Sr. Purchaser ext. 263	Dolores Ramirez—Vendorteam Unit Supervisor ext. 260
Sylvia Bradley – Sr. Purchaser ext. 265	

Purchasing Dashboard October 2011



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>

