Texas Tech University Health Sciences Center
Purchasing Corner Newsletter

Issue 34

November 2012

Smarter Spending

Special points of interest:

- Hurricane Sandy
- TechBuy Approvals
- Cardinal Billing
- ThermoFisher temporary close dates
- VWR contact
- Production Dashboard

Stretching Every Dollar with Smarter Spending

The State Purchasing teams award and manage hundreds of statewide contracts on behalf of more than 200 state agencies and 1,900 local government CO-OP members.

With a massive marketplace and billions of dollars in purchasing power, Texas offers abundant opportunities for vendors of a wide variety of goods and services, including minority- and women-owned businesses. Texas is focused on maximizing best value in purchasing through a continuous process of analysis and optimization that promises additional efficiencies and cost savings.

Term Contract Updates: Hurricane Sandy

Texas Procurement and Support Services (TPASS)

As you may know, the Comptroller of Public Accounts (CPA) has a number of contractors based in the east and northeastern United States. With the arrival of Hurricane Sandy and the ongoing evacuations, transit shutdowns and business interruptions, we ask that you take this into account when ordering commodities from these contractors off of CPA contracts. While we cannot predict the time frame of any delays this storm will cause, we ask that you be flexible in your expectations for any required deliveries. If CPA becomes aware of any extended delays, we will be sure to pass that information along as quickly as possible.

TechBuy 12.3 Product Release

TechBuy 12.3 Product Release

New Approval Interface and Process

Key points of Feature:

• This feature is **ON** (enabled) by default and cannot be turned-off.
• New Permissions related to this Feature: None
• The rules around which documents approvers have access to have not changed. Approvers will still only be able to see and approve documents for the folders to which they have rights.
• Administrators who oversee all approval folders will have access to view all of those folders in the new interface.
They will also have the capability to view other user folders just like they can today.
• Details on the new approval interface:

Folder View vs. List View:

There are two different view options for the **my approvals** page:

My Approvals

Approval activity in the TechBuy application is done from the **my approvals** page. From this page you can access and approve all documents that require your approval;

Folder View is the default view and groups the pending documents by Approval Folder. When documents are grouped by folder, the folders will appear in alphabetical order with your approvals folder always appearing at the top of the folder list. The exception to this would be if none of the displayed documents exist in your approvals folder. To view all documents in a folder, click the folder icon or name to expand the list.

List View displays all available documents in a list format allowing the Approver to easily see all pending documents. By default the list will display in order of Submit Date with the newest first. The application will remember the last way you viewed the documents and default to that view each time you access the **my approvals** tab. To change the default Folder View to List View select **List** from the **Group Results By** drop down menu.

Attention: If you submit Cardinal Healthcare orders:

Two major changes:
1. Orders will post to the ERP (Banner) system using the FOAP entered on the order; (funding is not dictated by ship to codes)
2. All punch-out orders will be electronically (e-Invoiced) billed (consolidated billing will no longer be used)

Beginning November 9, 2012 all Cardinal Healthcare Med/Surg orders placed through the TechBuy punch-out will post to the ERP (Banner) system encumbering funds at time of order completion and the orders will be electronically invoiced (e-invoice).

The new integration will enable enhanced budget controls by encumbering funds while offering a single system, TechBuy, to track orders, receipts and invoices.

Cardinal orders will still require a "Cardinal Account Code" in the header of the order however no funding information will be tied to the "Cardinal Account Code" only shipping information.

ThermoFisher Scientific

The **Houston** facility of Thermo Fisher Scientific will be closed at 12 PM, Thursday, November 8th through Sunday, November 11th in order to conduct annual physical inventory. This closure will impact shipments on both Thursday and Friday.
The key to ensuring uninterrupted product flow will be to **order early**.

VWR Representative

Len Carlson is temporarily the VWR sales associate and may be reached by phone 706-814-2099 or email at vwrrs@aol.com.

Cardinal Med/Surg Ordering

Fisher Product Orders

VWR Contact

Purchasing Contacts

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 Director- 743-7386

Lora Turpin, Section Manager - 743-7392

Janice Brumley, Section Supervisor -
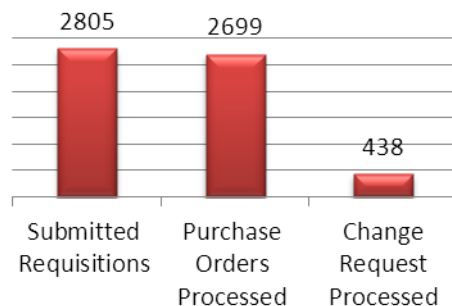
Dolores Ramirez, Unit Supervisor - 743-7385

743-7389

Sylvia Bradley, Sr. Purchaser - 743-7390

Teri Floyd, Sr. Purchaser - 743-7384

Linda Anderson, Analyst II - 743-7388

Purchasing Dashboard November 2012

Submitted Requisitions	Purchase Orders Processed	Change Request Processed
2805	2699	438

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