

THE TTUHSC PURCHASING CORNER

Techbuy Document Prefixes

PH Punch out or science catalog orders to vendors not utilizing eInvoicing. Funds will not be encumbered as payments will post by Journal Voucher.

TB POs submitted on a standing order form. An EH number will be assigned when the general encumbrance is established. *Requests for modification to a standing order require BOTH the TB number and the EH number.*

P POs submitted on a non-catalog form. The sequence will flow from an 8-digit requisition number to a TB number and to a P number when fully processed. Requisitions for the punch out vendors using eInvoicing will also have a P number. An encumbrance will be established and then released when payment is made.

Invoice

Paperless invoicing can help the environment while saving time and money.



EMAILING SCIQUEST (Techbuy) SYSTEM USERS

The email functionality allows administrators to communicate to the user community about product changes, changes in process, important dates, and supplier information. A recent message reminded users that it is a violation of policy to contact a vendor and ask them to "add on" to a previously issued or existing purchase order.

Our legal name is
**Texas Tech University Health Sciences
Center.**

Please verify that all contracts and agreements presented to Purchasing bear the full name of our State agency.

Line and Header FOAP Summary

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Chart	Fund	Organization	Account	Account - Banner	Program
H	111008	251301	727606	727606	40-H
TX	-H	-H	-H	CU	Academic
Tech	HEAF	Library	CU	Electronic	Support
Univ	Lbk	Lbk	Electroni	Subscrip	
Hlth	Library		c	Serv/Dat	
Scien			Subscrip	abase	
ces			Serv/Da		
Ctr			tabase		

Reviewing a Techbuy Requisition

If you are an Approver it is your responsibility to review a requisition to ensure that the Institution's purchasing policies have been followed and that accounting information is correct. A complete list of all account codes has been located on our website for your convenience. Incorrectly coded RQs can be returned for edits and even automatically rejected by the Techbuy system.

If you've not found the answer to your question on the Purchasing website, please email purchasing@ttuhsc.edu