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.

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.

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