Texas Tech University Health Sciences Center

Purchasing Corner Newsletter

Issue 20   September 2011

Fiscal Year 2012

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Moving to File Electronically

How many years ago did we first hear about the paperless office? Email and e-commerce were going to be the end of paper. How many of you are laughing right now behind your mounds of documents?

The transition to paperless has been slower than most of us had hoped. Additionally, the technology of the last decade dramatically increased the amount of information available to us, filling the void of paper that we might otherwise have been successful in creating in our purchasing process.

The purchasing profession is making great strides toward paperless transactions by utilizing fax, email, and cXML to transmit orders; using software to post, deliver and receive bids; and utilizing technology that allows e-invoicing and e-payments. The logical next step is retaining all of that data electronically, completely eliminating the need for paper storage. This includes images of the purchase orders, attachments, bid documents and responses, emails, other communications, and anything that may be stored regarding a purchase order, bid or contract.

TechBuy System Enhancements

TechBuy Approval Enhancement

TechBuy approvers began receiving a new email format when requisitions have been submitted in TechBuy requiring their approval. The new format provides additional information as well as the additional functionally to approve, return, assign and reject a requisition directly from the email. This new functionality also allows the approver to take action on the requisition directly from the email without the need to open the TechBuy application. Additional set-up within the user's profile in TechBuy is required. Training documentation about this new functionality is being posted in the TechBuy Reference Guide at: http://www.fiscal.ttuhsc.edu/purchasing/techbuydoc.aspx

TechBuy Comment Enhancement

View all document comments and history on a single tab. No more toggling! Includes PRs, POs, Invoices, and Receipts

TechBuy Receipt Enhancement

Users with the appropriate permissions can now reopen a receipt. Reopening the receipt will place the receipt back in draft mode for full editing or deleting. For assistance please email purchasing@ttuhsc.edu

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TechBuy Enchancements

Reminders

Encumbrance requests

State Appropriated funds cannot be used to pay for construction expenses.

HSC TechBuy Forms

The HSC Non Catalog form and Standing Order Form product category field is required and will drive future workflow approvals. Please properly select the category of the purchase from the drop-down options. For accurate workflow select the same category for each line item when creating order for multiple line items.

Invoices

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

Warranties

Multi-year warranties or Service Agreements submitted using State appropriated funds is not an allowable expense and will not be approved on any TechBuy requisition form.

The previous excel encumbrance change request form is scheduled to be inactivated September 15, 2011. The online PO/encumbrance request application will replace the form. This Application is available from the WebRaider portal, F&A Work Tools Tab, in the Purchasing / Payment Service Channel. The previous version will no longer be accepted for processing encumbrance change requests following date referenced.

HSC Non-Catalog or Standing Order Forms Shipping Information

This field is required and two choices are available: **Shipping Cost Included in Line Item** and **Shipping is Prepaid and Will Be Added to Invoice.** When preparing your form and you select Shipping Cost Included in the Line Item, we will not be able to pay a legitimate freight charge. Only select this option when you have a quote showing that there will be no freight charges on your order otherwise always select Shipping is Prepaid and Will be Added to Invoice.

Insurance requirement for installation or services performed on TTUHSC Property

A current insurance certificate with the following: (as modified by law on 91/05)
Minimum insurance requirements for contractors and vendors
For contracts or P.O of $100,000.00 or less
Automobile Liability - $500,000.00 each accident limit for bodily injury and property damage
Commercial General Liability (must include products and completed operations) - $500,000.00 per occurrence bodily injury and property damage
Workers' Compensation – Coverage A in compliance with Texas law. Coverage B $100,000.00 / $500,000.00 / $100,000.00
For contracts or P.O exceeding $100,00.00:
Automobile Liability $1,000,000.00 each accident limit for bodily injury and property damage
Commercial General Liability (must include products and completed operation) - $1,000,000.00 per occurrence bodily injury and property damage
Workers' Compensation – coverage A in compliance with Texas law. Coverage B $100,000.00 / $500,000.00 / $100,000.00

Shipping expenses

Vendor Insurance requirements

Purchasing production

Welcome new Purchasing Employee

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

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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 August 2011

Submitted Requisitions	Purchase Orders Processed	Change Request Processed
3487	3399	1218
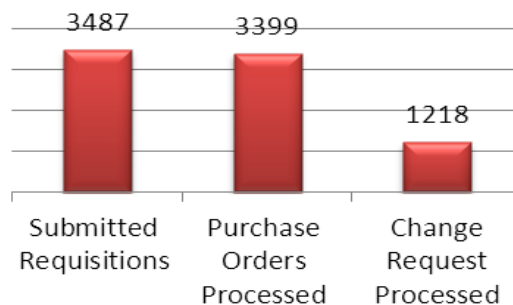
Stay updated and informed!

For TechBuy news, information and updates be sure to sign up at: http://www.fiscal.ttuhsc.edu/banner/usergroups/UserGroups.aspx