



## Procurement Professional Practices

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Procurement departments face real challenges in delivering good quality products and services, including challenges of mounting debt and budget cuts.

It is a mistake to see procurement policies as a mere set of rules governing practice and not as a crucial strategic approach on which true capability can be built. Smart procurement teams formalize policy and process development and train their teams to have a thorough understanding of process design and to decide what is appropriate for their organization.

Procurement teams:

- have a developed set of procurement policies and procedures
- ensure that the procedures easily accessible, indexed and cross-referenced
- have a high-level procurement policy in place
- have clear procedures to inform staff about changes in legislation.

Good practices do exist, however, despite reports of waste and inefficiency. Excellent results are being achieved using best practice principles. Capturing these best practices and sharing them more widely with anyone responsible for procurement can have a real impact on standards and change. Ten Global Public Procurement Practices provide high-level guidance across the following procurement activities: Strategic Procurement Planning; Performance Measurement; Performance Metrics; Use of Cooperative Contracts; Transparency; Risk Management; Ethical Procurement; Procurement Policy Manual; Performance Management; and Performance-Based Contracting.

The activities of purchasing and supply chain professionals have a major impact on the profitability and efficiency of an organization.

## Reminder, Reminder, Reminder!

All financial systems will be disabled for transaction processing beginning Monday evening, September 10th, through Tuesday evening September 11th, to allow for the FY 2012 roll to FY 2013 to take place.

While the financial systems are disabled TechBuy orders will not post to Banner nor will they complete distribution to vendors.

Please plan your ordering accordingly to minimize impact to your operations.

Contact the Purchasing Department if you have questions concerning this announcement

**TTUHSC-Purchasing**

**Purchasing@ttuhsc.edu**

**806-743-7841**

TechBuy System  
Reminder

Purchasing email

Revised Proprietary  
Form

TechBuy users should not use the Purchasing SciQuest Support email address. That address is not monitored by TTUHSC Purchasing staff. Please use the purchasing@ttuhsc.edu email address to receive a prompt response.

### Proprietary Purchase Justification Form

The existing sole source form has been revised to a fillable PDF form. The text boxes are formatted to provide space for extended explanation converting to a scrollable box. When document is saved the entire description will be viewable.

<http://www.fiscal.ttuhsc.edu/purchasing/collateral/Sole%20Source%20or%20Proprietary%20Purchase%20Justification.pdf>

## Profile Update

Each TechBuy user has a unique profile which contains information specific to them. The contact name, phone, and email fields should all default from your user settings. If this information is incorrect, please correct the information in your user settings. You can access your User Profile in two ways. In Techbuy, click on the Profile link in the upper left-hand corner, right of the username or select the Profile option on the far right of the navigation bar. Your profile should open to the User Settings tab and the User Identification sub-tab. This sub-tab houses your basic contact and log in information. Review the populated information and make any necessary changes. You must select your department from the drop-down list. It should begin with HSC followed by the title of the department. When you are satisfied with the changes, Select Save.

### New TechBid System

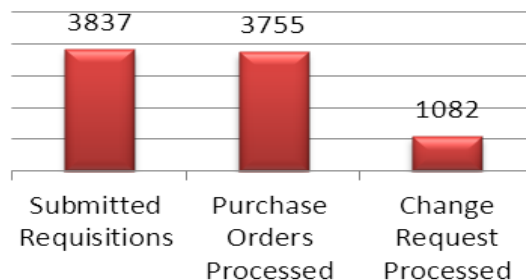
Texas Tech Health Sciences Center and all campuses will be converting to a new bidding/proposal system. It is the requirement of each vendor/user of this system to register in the new system. The link for the new site is <https://suppliers.sciquest.com/texastech>. Additional information will be available in the new bid/RFP site and on the following website: <http://www.fiscal.ttuhscc.edu/purchasing/>

**The well earned retirement of Dollie Banos was 8/31/2012. We thank Dollie for all her hard work, dedication and service in the Purchasing Department. It was a pleasure and she will be missed.**

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 - 743-7389
Dolores Ramirez, Unit Supervisor - 743-7385	Teri Floyd, Sr. Purchaser - 743-7384
Sylvia Bradley, Sr. Purchaser - 743-7390	Linda Anderson, Analyst II - 743-7388

### Purchasing Dashboard August 2012



### Stay updated and informed!

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



Update Profile Information

TechBid System

Dollie Banos Retirement

Production Dashboard