

Tips

from Business Affairs



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Pandemic-Related Disruptions... Plan For It

You've heard it on the news: rising shipping costs, shipping delays and product shortages. Pandemic-related disruptions and other economic factors continue to affect supply chains and are fueling a serious product shortage. But what does it mean for TTUHSC? Plan ahead. We are experiencing paper shortages, inventory shortages, shipping delays and rising costs because of domestic and global supply chain disruption. Here are some tips to help you navigate through the disruptions.

Plan Ahead

Place orders earlier to allow for shortages and shipping delays. The wait time for shipping for items you want will range anywhere from weeks to months. Use tracking numbers on the carrier's website to check if an item has arrived. No need to call Receiving. Don't hoard items. Keep in mind that you have to store what you order and over ordering creates an artificial shortage. Remember toilet paper in 2020? That experience may cause you to want to order more than is needed.

Plan for Extra Costs

Rising shipping costs and escalating raw material costs are causing an increase in the cost of goods. Plan for these extra costs that will be making their way back to you and your wallet (available budget).

Tips for Working With TTUHSC Printing Center and Purchasing

Complete purchase orders early. Place orders early on printing and promotional items so inventory can be reserved or obtained. Be flexible and consider alternate products. Allow extra time for shipping and supply chain disruptions. There have been unexpected order cancellations because the manufacturer did not receive a necessary component to complete the order. Please be patient.

For questions, contact Printing Center at printingcenter@ttuhsc.edu or 806.743.2016, or Purchasing at purchasing@ttuhsc.edu.

