Invoices which have been delivered into the departments are to be submitted to Payment Services using the Invoice Management System. The submission process eliminates/replaces the process of submitting invoices to Accounts Payable via comments in TechBuy. The system is user friendly and efficient for submitting invoices. The new Invoice Management System comes with significantly improved functionality including:

- Electronic invoice web submission portal;
- Confirmation of invoice submission;
- Automated reminders to complete TechBuy receiving;
- Notification of when an invoice has been paid.

**NOTE:** Accounts Payable Operating Policies still apply.

**Utilizing the System**

The system can be accessed from:

- Invoice Management System

From the TechBuy Shopping home page, look under Invoice Submission to begin the process. Complete your TechBuy receipt then submit your invoice document to AP by clicking the Invoice Management System link.

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**Payment Services**

Please email accounts payable questions to accounts payable at: accounts payable@ttuhsc.edu. Invoices must be date stamped or attach vendor email when invoice was received.

- **Submission Link** (direct link)
- **Submission Guide** (direct link)
- **Submission PowerPoint Training Guide** (direct link)
- **Search Feature Guide** (direct link)

**Receiving**

Per **OP72.10**, departments must enter receiving information in TechBuy within 3 days after the goods are received or services are completed.

- **Receiving Guide**

**Vendor Payment Search** (direct link)

The vendor payment search allows end users to search for vendor payment information. Vendor payment details populate and include invoice #, address, check number, check date, check cleared date and several other payment related fields.
Fill in the **Requested Details** from your vendor invoice document and click **Submit**.

![Invoice Management System Training](Image)

**Accounts Payable**

**Requested Details**

<table>
<thead>
<tr>
<th>Requested Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission Type</td>
<td>Invoice</td>
</tr>
<tr>
<td>PO Number</td>
<td></td>
</tr>
<tr>
<td>Invoice Number</td>
<td></td>
</tr>
<tr>
<td>Date Invoice Received by TTUHSC</td>
<td></td>
</tr>
<tr>
<td>TechBuy Receipt Number</td>
<td></td>
</tr>
<tr>
<td>Date Goods / Service Received by TTUHSC</td>
<td></td>
</tr>
<tr>
<td>Fund Type</td>
<td></td>
</tr>
<tr>
<td>Invoice Amount</td>
<td>0.00</td>
</tr>
<tr>
<td>Special Instructions / Comments</td>
<td></td>
</tr>
<tr>
<td>Submitted By</td>
<td></td>
</tr>
</tbody>
</table>

**File Attachment**

- Invoice/Credit Memo document
  - Choose File: No file chosen
  - Only one invoice/credit memo PDF file permitted. Please contact Accounts.Payable@ttuhsc.edu if you need to submit additional documents.

Click **Submit**
Here is an example of where to find the Requested Details on an invoice.
Notifications

As actions are completed in the new system, you or a designated individual with invoice responsibility may receive one or more of the following notifications:

- Portal Entry Notification
- TechBuy Receipt Pending Notification
- Withdrawn Notification
- Paid Notification

**Portal Entry Notification**

Received when the invoice is submitted through the portal. The Portal Entry notification confirms your invoice was received in the system.

**PORTAL ENTRY**

*Your Invoice has been received by the TTUHSC AP Invoice Processing System.*

*Reference Number is noted in the subject of this email.*

*Once the Invoice has been processed and paid, you will receive a system email notification*

*Should you require assistance or have questions concerning the process, please email the department directly at: accounts.payable@ttuhsc.edu*

*Regards,*

**Texas Tech University Health Sciences Center**

TTUHSC Payment Services
3601 4th Street | STOP 6283 | Lubbock, Texas
806.743-7826 phone |

**TechBuy Receipt Pending Notification**

Received when an invoice portal submission is received and the TechBuy Receipt Number field is not complete. Receiving will need to be completed in TechBuy.

Once receiving is complete, please reply to the TechBuy Receipt Pending notification email with the receipt number.
TECHBUY RECEIPT PENDING

An Invoice related to your PO has been received by the TTUHSC AP Invoice Processing System.

Reference Number is noted in the subject of this email.

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Please complete your Techbuy receipt as appropriate to confirm receipt and authorize payment.

When receipt is completed in TechBuy, please "Reply To" this notification with the receipt number to authorize payment of the submitted invoice.

Techbuy Receiving
Quick Tips
Video Tutorial

Should you require assistance or have questions concerning the process, please email the department directly at: accounts.payable@ttuhsc.edu

Regards,

T
TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER

TTUHSC Payment Services
3601 4th Street | STOP 6283 | Lubbock, Texas
806.743-7826 phone |

Withdrawn Notification

Received when Payment Services withdraws an invoice. Please contact Payment Services if additional information is needed on why the invoice was withdrawn.

WITHDRAWN

Your Invoice Submission has been WITHDRAWN by the Payment Services Office.
The Document Number is noted in the subject of this email for reference.

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See the note in the field above (Notification Comments) for additional details as to the reason for the withdrawal.

Should you require assistance or have questions concerning the process, please email the department directly at: accounts.payable@ttuhsc.edu

Regards,

T
TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER

TTUHSC Payment Services
3601 4th Street | STOP 6283 | Lubbock, Texas
806.743-7826 phone |
Paid Notification

Received when Payment Services processed the invoice and the invoice is paid.

PAID

Notification: Invoice Processed and Paid

Your Submitted Invoice has been paid, and is attached for reference. Should you have questions concerning the document, please email the department directly at: accounts.payable@ttuhsc.edu

Regards,

TTUHSC Payment Services
3601 4th Street | STOP 6283 | Lubbock, Texas
806.743-7826 phone |

If you have additional questions, please contact Accounts Payable at accounts.payable@ttuhsc.edu.