GUIDELINES for USE of TTUHSC DIRECT PAY FORMS in TECHBUY

• Access the TTUHSC Direct Pay Forms from the TechBuy home/shop screen. Scroll down to the bottom of the web page and find TTUHSC Direct Pay - Group of Forms.

• Select the Form for the Direct Pay Expenditure
  Hover over the box for additional information, i.e., employee reimbursement allowed or not

• Information available on the left side of the form
  ✓ Account code identified must be used
  ✓ Link to TTUHSC OP 72.03 Direct Pay Expenditures
  ✓ Links to additional forms if required for this expenditure

• Enter the required items on the form or attach documents to the form:
  ✓ Vendor
  ✓ If invoice gives a “Remit-To Address” and it is different than the address of the vendor just entered, proceed to column on the right side of the form “Remit-To Address” and complete.
  ✓ Business Purpose
  ✓ Product Description should be relevant and precise
  ✓ Attach invoice
  ✓ Attach supporting documentation
  ✓ ENTER INVOICE AMOUNT ONLY - Do not enter invoice #, due date or invoice date
  ✓ Check Disbursement Instructions should be used only if the check needs to be sent to the attention of a specific person.

• After all information is entered, go to the top of page
  Available Actions: Add and go to Cart ▼ GO if entering single invoice

  Creating lines for one invoice and using multiple FOAPs
  o Go to Line and Header FOP Summary
  o Go to line item and click on Edit
  o Click on Add Split and enter your lines

  Available Actions: Add to Cart and Return ▼ GO if entering multiple invoices, same vendor only

  Fund Manager will receive an email to approve. A Requisition will be created with an identifying #. The requisition will route to Accounts Payable. When AP approves the requisition, simultaneously a PO and an e-Invoice is created and the payment processes as a “V9xxxxxx”.

• DO NOT MAIL the invoice and supporting documents to Accounts Payable. All payment information and history is in TechBuy.

• All questions or assistance should be directed to Accounts Payable and not the Purchasing Department. Contact information is as follows:
  Accounts.Payable@ttuhsc.edu
  Payment Services 806-743-7826

October 2014