

Texas Tech University Health Sciences Center

PURCHASING QUARTERLY
MEETING

TTUHSC PURCHASING

Agenda

- TechBuy Shopping Home Page Update **Coming Soon**
- New Punch-Out Vendors
- Board of Regents Approval (BOR) Required
- Year End Purchasing Guidelines
- Purchase Order Reminders
 - Coding
 - Line item description
 - Quotes
 - Standing Orders
- Change Order Reminders
 - Increases
 - Prior Year orders
- Amazon Business
- Purchasing Email
 - Sciquest.com emails
 - Correct email: purchasing@ttuhsc.edu

Agenda

- PCard
 - Allocations
 - Expense Report Due Dates
- Travel
 - Paperless Environment
 - Mileage Calculator
 - Packaged Travel Arrangements
 - Exceptions
 - Approved Drivers
- Direct Pay
 - Purpose
 - No Receiving
 - Direct Bill
 - Account Codes
- Accounts Payable
 - Receiving
 - Vendor Invoices
- Questions and Answer Period

TechBuy Shopping Home Page Update

****Coming Soon****

The TechBuy Shopping Home Page is being updated. The information available on the Shopping Home Page is similar to the content that is currently available. The update will allow TechBuy to appear on mobile devices correctly and allow users to access TechBuy in a mobile friendly environment.

TechBuy Shopping Home Page Update

Shopping Home Page [Dashboard Actions](#) ▼

Organization Message

WELCOME TO TECHBUY!

Please email questions or problems to HSC Staff Support:

Purchasing@ttuhsc.edu

Or

Call HSC-Purchasing at 806-743-7841

General Announcements to All TechBuy Approvers

New Purchasing Non-Catalog form

Purchasing released a new non-catalog form on April 17, 2017 to include buttons to select if an Independent Contractor Questionnaire (ICQ) is required/attached. If yes is selected the order will route to Tax Compliance for review. Please make sure to select the correct button to avoid delay.

****Reminder**** As announced in the Purchasing Quarterly training the old non-catalog form orders will no longer be able to be copied to a new cart as of today.

Direct questions regarding this announcement to TTUHSC-Purchasing.

purchasing@ttuhsc.edu

806-743-7841

*****NEW*** TTUHSC Amazon Business Account for P-card**

TTUHSC Procurement Services is excited to announce we have partnered with Amazon Business. The new relationship will simplify the Amazon purchasing process, increase visibility and allow TTUHSC shoppers to take advantage of the wide selection and competitive prices offered in the Amazon marketplace.

TTUHSC has established an Amazon Business Account and on March 21, 2017 current PCard holders will receive a user invitation from Amazon Business for first time set-up in their TTUHSC email account. Registration is required to activate your account.

All Amazon purchases must go through the TTUHSC Amazon Business account using the P-Card beginning March 29, 2017. **All Purchasing and PCard policies will apply to Amazon Business purchases.**

Advantages:

Action Items

▼ Unassigned Approvals

- 14 Requisitions
- 38 Purchase Orders
- 20 Invoices
- 7 Sourcing Event Evaluations

▼ Administrative Items

- 8 Pending User Registrations

▼ Orders

- 5 My Returned Requisitions

▼ Contract

- 1 Contracts eSignature Errors

Helpful Links

- [Purchasing Website](#)
- [TechBuy Job Aids](#)
- [Comptrollers Expenditure Manual](#)
- [TechBuy Account Codes & Budget Pool...](#)
- [TechBuy User Group](#)

Shop




Search

Shortcuts

[Favorites](#) | [Forms](#) | [Non-Catalog Item](#) | [Quick Order](#)

Showcases

▼ TTUHSC General Services Offerings

-  Document
-  Printing
-  Mobile

New Punch-Out Vendors

- New Punch-Out vendors have been posted on the TechBuy Shopping Home Page
 - **Guardian/MSC** – Maintenance/Repairs Supplies and Equipment
 - **Mpulse/CDWG** – Computers/Software/Electronics/Audio & Visual

BOR Approval Required

- Regents Rules require BOR approval be obtained prior to the execution of certain Contracts (See Regents Rules Chapter 07). Two items of particular importance.
 1. Contracts in excess of \$1 mil
 2. Renewals or amendments that increase the original value of an existing contract by 25% or more.

Year End Purchasing Guidelines

FY2017 funded orders:

Orders using FY 2017 funding requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing by 5/26/2017 to ensure completion by year end.

Non-Catalog TechBuy orders using FY 2017 funding not requiring bids must be submitted to Purchasing by 8/25/2017 to ensure completion by year end.

Punch-out and Catalog TechBuy orders using FY2017 funding must be submitted to the vendor by 8/31/2017 to ensure completion by year end.

Any order not completed by 8/31/2017 will be posted in September against FY 2018 funding.

Any award/PO/Contract requiring approval at the August BOR meeting will need to be completed and ready for submission in early July.

Year End Purchasing Guidelines

FY2018 funded orders:

All FY 2018 orders must have an accounting date of 9/01/2017 or later.

Orders needing to be in place on 9/01/2017 requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing for processing by 06/02/2017.

No TechBuy punch-out orders using FY 2018 funding may be entered/submitted prior to 9/01/2017.

Renewal orders based on current FY2017 orders must be submitted to Purchasing by 7/07/2017 to enable processing and completion by year end. (Examples: space and equipment rentals/leases, maintenance and service contracts, multiyear bid awards for commodities) To renew or extend there must be a renewal option available and the contract/agreement must be active/exist in FY18.

Year End Purchasing Guidelines

FY2017 E&G Funds:

Encumbrances on E&G funds (funds that start with a 10) will **only roll one year**. The encumbrance should be expended by the second year otherwise the encumbrances will systematically be closed on 7/31/2017.

The encumbrance roll process also rolls budget to the next year to cover the encumbrance. This budget can only be used for the associated encumbrance.

Releasing/closing prior fiscal year encumbrances on E&G funds does not release funding to be spent in the current fiscal year. When prior fiscal year encumbrances are closed the associated budgets will also be reversed.

To keep the funds available beyond 7/31/2017 requires action involving multiple Departments, so if there is a legitimate business need to reestablish or keep the FY 2016 encumbrance open please contact Purchasing no later than 8/04/2017.

Purchase Order Reminders

- Coding
 - Please make sure to code items correctly. There are workflows built based on account codes.
 - Chemicals
 - IT
 - Please reference the guidance documents below to assist in coding.
 - [TechBuy Account Codes and Budget Pools Report](#) is a list of account codes to help select the correct code. For a full account code list run the report with no parameters. Once report is loaded use Ctrl + F to search.
 - [Guidelines for Capitalized and Controlled Items](#) provides guidance for determining if an item is capitalized, controlled or expensed.

If you have any questions or need assistance please contact purchasing at purchasing@ttuhsc.edu.

Purchase Order Reminders

- Line Item description
 - Purchase order line descriptions should be descriptive and provide explanation of the item/services being purchased.
- Quotes
 - Quotes are required to be attached to all Federal Equipment, Non-Catalog and Standing (IDIQ) orders.
 - Quotes should show a breakdown of items being purchased. This will allow each item to be coded correctly.
 - If the items are being purchased under a GPO contract (DIR, BuyBoard, NJPA, etc.) the contract number must be listed on the quote.
- Standing Order
 - Standing Orders should only be used when you are ordering indefinite delivery or indefinite quantity (IDIQ) of items or services.
 - When a standing order is being created the quantity will be 1 and the packaging (UOM) will be 1/LOT.

Change Order Reminders

- Increases
 - Orders that have a quantity entered (1/ea., 2/ea., etc.) please verify the quantity equals the amount of the change when increasing an order.
 - Example: If an order is \$2.00 @ 1/ea. we cannot increase it by \$2.25. Please make additional notes in the change order when this type of increase occurs so Purchasing can take appropriate steps to increase the order.
- Prior Year Orders
 - Purchasing is unable to open prior year orders for payment once they have been closed.
 - Create a new non-catalog order in TechBuy.
 - In internal notes include prior year PO#, state it was closed in error and additional payment is due. (Certain funding sources may be prohibited.)

Amazon Business

If you are a TTUHSC PCard holder who purchases from Amazon and would like to sign up to participate in the TTUHSC Amazon Business centralized account, please email pcard@ttuhsc.edu to receive an invitation to join.

The institution's Amazon Business account is provided at no cost and receives special pricing on various items, as well as tax-exemption and free shipping on purchases over \$49.

Amazon Business

Amazon Business is not a contracted vendor, therefore **all Purchasing and PCard policies must be followed** including requests for deviations on items that should be purchased through TechBuy contracted vendors. The use of Amazon Business is for TTUHSC Business purposes only. A personal credit/debit card should not be associated to your Amazon Business account.

Reminder....Please remove all personal amazon accounts from your ttuhsc.edu email.

Purchasing Email

- **DO NOT** hit reply to system generated emails (emails that come from Sciquest).
- The email addresses, Purchasing SciQuest Support and SciQuest, are not TTUHSC Purchasing email addresses.
- Instead of replying, please forward the email to an intended recipient.
- To reach TTUHSC Purchasing, use the email address purchasing@ttuhsc.edu

PCard Reminders

- Allocations
 - PCard transactions can be re-allocated in Citi as soon as the transactions are available in the system (usually 2 business days).
 - Do not wait until the day of the upload to complete re-allocations.
- Expense Report Due Dates
 - Expense reports are due the last business day of the month of the report date. EX: June 3rd Cycle Expense reports are due June 30th.

Travel

- Paperless Environment
 - All documentation for applications, BTA's and vouchers should be uploaded during the application and voucher process.
 - Web based training is available to [Electronically Attach Documentation](#) from the [Travel Homepage](#).
- Mileage Calculator – Required Documentation
 - MapQuest Point to Point Mileage – Or Odometer Reading
 - Rental Car Quote from state rental car agency
 - Cost of Fuel from [GasBuddy.com](#)

Travel

- Packaged Travel Arrangements
 - Breakdown or detail of airfare, lodging and/or rental car must be provided for each expense.
 - If no breakdown or detail use Local funding sources only.
- Exceptions
 - If not using a state contracted travel service, the [Exceptions to the Use of Contract Travel Services](#) form must be included with a valid reason for the exception.
- Approved Drivers – Before You Drive
 - Any traveler that operates a university owned, lease, borrowed or rented vehicle must be complete the [Driver Approval Request Form](#) and be approved by the TTUS Office of Risk Management (ORM).

Direct Pay

- Purpose
 - TechBuy Direct Pay expenditures are those for which the department is initiating payment for products and/or services that have already been received, have occurred, or require advance payment, and are specifically identified in [HSC OP 72.03](#).
 - If no Direct Pay form exists for what you are trying to pay for, then the expenditure does not go through Direct Pay.
 - Each Direct Pay form has instructions and requirements specific to the form.

Direct Pay

- No Receiving
 - Receiving is not Required for Direct Pay transactions, the fact that good/services have already been received/completed prior to submitting the form tells you that Receiving in the system is not necessary.
- Lodging Direct Bill – **Non Employees**
 - Only for prospective employees, speakers or participants.
- **Logos – Anything with a TTUHSC Logo or Seal must be processed through a Purchase Order.**

Direct Pay

DIRECT PAY EXPENDITURES	ACCOUNT
Accreditation, Certification & Exam Fees	721000
Advertising	728100
Awards, Prizes & Gifts <i>Taxable</i>	721101
Awards, Prizes & Gifts <i>Non Taxable</i>	721102
Donations to Charitable Organizations	7L0200
Employee Reimbursement	See back
FOOD AND ENTERTAINMENT	
Entertainment	7L0401
Business Meetings	7L0402
Official Functions	7L0403
Holiday Event	7L0404
Retirement Events	7L0405
Food for Conferences	7L0406
Approved Club Fees	7L0500
Recruiting Expense	7L0600
Employee Meals <i>Non-Taxable</i>	7L0700
Guard Meals	7L0701
LODGING - DIRECT BILL	
Prospective Employee Lodging	713102
Prospective Employee Meals	713103
Prospective Employee Other: Hotel Tax	713105
Participants/Speakers	7L0800
Magazine/Journal	730300
Membership Dues	720100
* RED = LOCAL FUNDS ONLY	

DIRECT PAY EXPENDITURES	ACCOUNT
Postage	729100
Professional License Fees	721000
Registration	720300
Sponsorships	7L0200
Water/Services	7L0300
Coffee/Soft Drinks	7L0301
UTILITIES	
Electricity	750100
Gas	750200
Water	750700
Other Utilities	752400
Waste Disposal (includes sewer charges)	752600
Thermal Energy Chilled Water	753001
Thermal Energy Steam	753002
EMPLOYEE REIMBURSEMENT - LOCAL FUNDS ONLY	
Registration Fees	720300
Membership Fees	720100
Accreditation/Certification/Exam Fees	721000
Professional License Fees	721000
F&E Business Meetings	7L0402
F&E Recruiting Expenses	7L0600
Use appropriate account	7XXXXX
* RED = LOCAL FUNDS ONLY	
Visit the Direct Pay website to access: Guidelines for TTUHSC Direct Pay Forms Tips for the Product Description Field	

Yellow Account Code sheet for Direct Pay Expenditures is available upon request from Accounts Payable.

Accounts Payable

- Receiving
 - The Receipt date field in the TechBuy Receipt document is not the invoice date or the date the invoice was received.
 - It is the date the goods were received or the last date the service was provided.
 - If the service is for an entire year, the receipt date should be the first date of the service year.
- Vendor Invoices
 - If an invoice is received by email from a vendor, attach the email with the invoice in the comments on the PO. This shows AP the actual date the invoice was received from the vendor.

Questions & Answers

Questions?