

Texas Tech University Health Sciences Center

PURCHASING QUARTERLY
MEETING

TTUHSC PURCHASING



Agenda

- Contract Management Handbook
- Steps to Requesting a Solicitation (e.g. Bid, RFP, RFI)
- IT Purchase Workflows in TechBuy
- EMD Hosted Catalog
- Fisher Scientific
 - Punch-out
 - Special Orders
 - Oligos Orders
 - PCard
- Purchasing Email
 - Sciquest.com emails
 - Correct email: purchasing@ttuhsc.edu

Agenda

- TechBuy Profile
- Accounts Payable
 - Receiving
 - Attaching Invoices in TechBuy
- PCard
 - Institutional Contracts
 - Sales Tax Exemption
 - Amazon Prime Accounts
 - Deviation Request
- Travel Reminders
- Questions and Answers Period

Contract Management Handbook

The Contract Management Handbook was published in July. The Contract Management Handbook is a collaborative effort of the TTU-System and fulfills the mandate set out in Senate Bill 20 for all Texas State Agencies to implement a Contract Management Handbook (CMH). It is a guide on Contract Management, Ethical Standards and Policies, and links to Regents' Rules and Institutional Operating Policies and Procedures.

The link to the Contract Management Handbook can be found on the F&A Work Tools tab under Purchasing:

<http://www.fiscal.ttuhscc.edu/contracts/exhibits.aspx>

Contract Management Handbook

- We encourage you to review the CMH to become familiar with the general purchasing, contracting and solicitation process as outlined for the TTU-System.
- Additional information and training opportunities to be announce in the near future.

Steps To Request a Solicitation (e.g. Bid, RFP, RFI)

- To request a solicitation please follow the steps below. These steps are posted on the TechBuy home/shop page in the announcements section.
- Department has submitted a TechBuy Requisition on Non-Catalog Form with selected vendor “Bid Supplier”

Steps To Request a Solicitation (e.g. Bid, RFP, RFI)

- Requisition should include:
 - Specification or Statement of Work
 - Adequate and appropriate financial budget for product/services requested
 - Three to five named individuals to serve as proposal evaluators
 - Email addresses of any preferred vendor contracts for notification of solicitation when published
 - One named point of contact to assist with specification development, approve final solicitation document, and provide response to vendor participant questions

Conflict of Interest & Ethics

The Institution Shall evaluate any disclosed potential *Conflict of Interest* when contracting for Goods or Services. Institution employees or officials or certain family members have a financial interest in a private vendor, the Institution as a State agency is unable to enter into a Contract for the purchase of Goods or Services with the person.

Conflict of Interest & Ethics

Non Disclosure Form:

- Contract Review Team Members (Exhibit E)

<http://www.fiscal.ttuhscc.edu/contracts/collateral/exhibits/Exhibit%20E.pdf>

Conflict of Interest and Ethics Guide OP's:

- Conflicts of Interest [OP 10.06](#)
- Standards of Conduct and Ethics Guide [OP 52.06](#)
(Exhibit C)

IT Purchase Workflows in TechBuy

As recently announced at the IT Forum, all IT related purchases (Computers, Computer Hardware, Software, IT Services, etc.) are routing to the IT department for review and approval. Items that do not follow or meet IT requirements will be returned to the submitter for correction/modification. Within TechBuy, IT orders are routed based on several factors such as account code, vendor name, and purchasing category.

Please make sure to code items correctly and select the correct purchasing category to avoid delay (e.g., toner/mouse pad should not be coded as computer equipment).

If you have any questions or would like to check the status of an IT order please contact purchasing at purchasing@ttuhsc.edu.

EMD Hosted Catalog

- The EMD Hosted Catalog sticker has been removed from the TechBuy home shop page.
- A variety of the EMD items are available through the Fisher Scientific punch-out.
- If items are not located in the Fisher Scientific punch-out, a non-catalog order can be placed.



Fisher Scientific

- Most Fisher orders will be processed through the punch-out. If Fisher provides a quote the punch-out has the ability to enter the quote number into the punch-out to produce a cart.
- Special orders that cannot be pulled through the punch-out will be processed on a non-catalog form. Please work with Purchasing and the Fisher Scientific Representative listed below before processing a non-catalog order.
- PCards are not allowed when purchasing from Fisher Scientific.

Fisher Scientific Representative

Rashila Patel


806-559-5532

Rashila.patel@thermofisher.com

Fisher Quotes Through Punch-out

- Fisher will provide a quote by email.

Sales Quotation			
Quote Nbr	Creation Date	Due Date	Page
6258-9460-18	09/14/2016		1 of 1
Payment Terms		Delivery Terms	
NET 30 DAYS		DEST	
Valid To		Prepared By	
10/14/2016		PATEL, RASHILA	
Customer Reference		Sales Representative	
TURPIN/091516		RASHILA PATEL	
To place an order	Ph: 800-766-7000	Fx: 800-926-1166	
Submitted To:		Customer Account: 063898-001	
LORA TURPIN LORA.TURPIN@TTUHSC.EDU 806-743-7392		PM FOR TEXAS TECH UNIV HEALTH SCIENCE CENTER 3601 4TH STREET LUBBOCK TX 79430 ATTN: LORA	



Fisher Scientific
Part of Thermo Fisher Scientific

FISHER SCIENTIFIC COMPANY LLC
4500 TURNBERRY DRIVE
HANOVER PARK IL 60133-5491

PLEASE REFER TO THE QUOTE NUMBER ON ALL CORRESPONDENCE

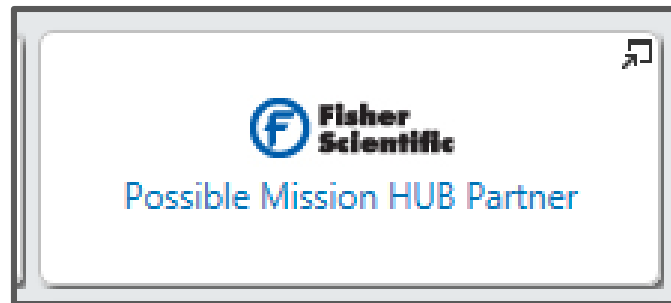
THANK YOU FOR YOUR INTEREST IN FISHER SCIENTIFIC COMPANY LLC

FOR COMPLETE TERMS AND CONDITIONS VISIT OUR WEBSITE AT
www.fishersci.com/salesterms

Nbr	Qty	UN	Catalog Number	Description	Unit Price	Extended Price
1	1	CS	06 666A	KIMWIPE SML 4-1/2X8-1/2 280/PK Wiper, General-Purpose; Kimberly-Clark; Kimwipes; For delicate tasks; Nonabrasive, soft, low lint cellulose fibers; Single wiper dispenser; White; 1-ply; 4.4 x 8.4 in. (11.2 x 21.3cm) Vendor Catalog # 34155 This item is being sold as 16800 each case	67.20	67.20

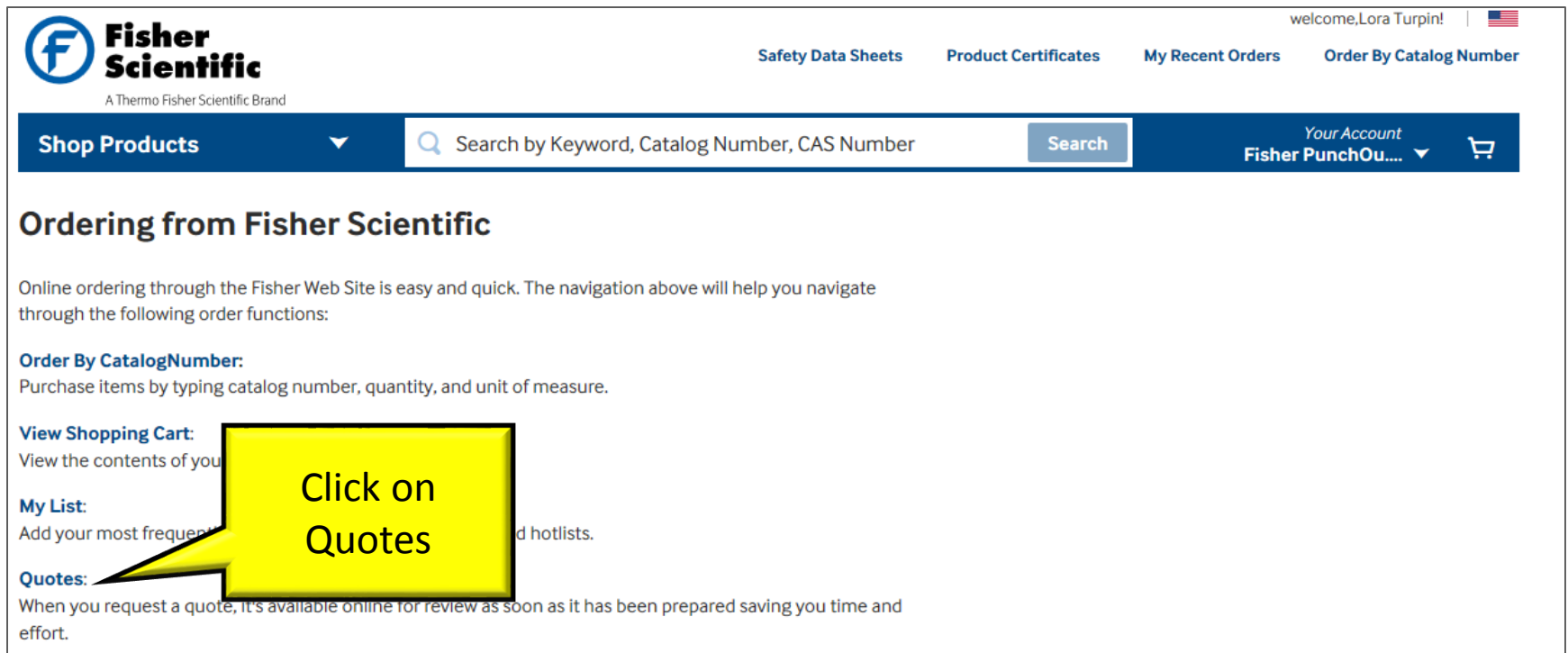
Fisher Quotes Through Punch-out

- Access the Fisher Scientific punch-out sticker through the TechBuy home/shop page.



Fisher Quotes Through Punch-out

- The Fisher Scientific sticker will open up the punch-out page.
- Click on “Quotes”.



The screenshot shows the Fisher Scientific website interface. At the top left is the Fisher Scientific logo with the tagline 'A Thermo Fisher Scientific Brand'. To the right of the logo are navigation links: 'Safety Data Sheets', 'Product Certificates', 'My Recent Orders', and 'Order By Catalog Number'. In the top right corner, there is a user greeting 'welcome, Lora Turpin!' and a US flag icon. Below the navigation is a dark blue header bar containing a 'Shop Products' dropdown menu, a search bar with the placeholder text 'Search by Keyword, Catalog Number, CAS Number' and a 'Search' button, and a 'Your Account' section with a 'Fisher PunchOu...' dropdown and a shopping cart icon.

Ordering from Fisher Scientific

Online ordering through the Fisher Web Site is easy and quick. The navigation above will help you navigate through the following order functions:

Order By CatalogNumber:
Purchase items by typing catalog number, quantity, and unit of measure.

View Shopping Cart:
View the contents of your shopping cart.

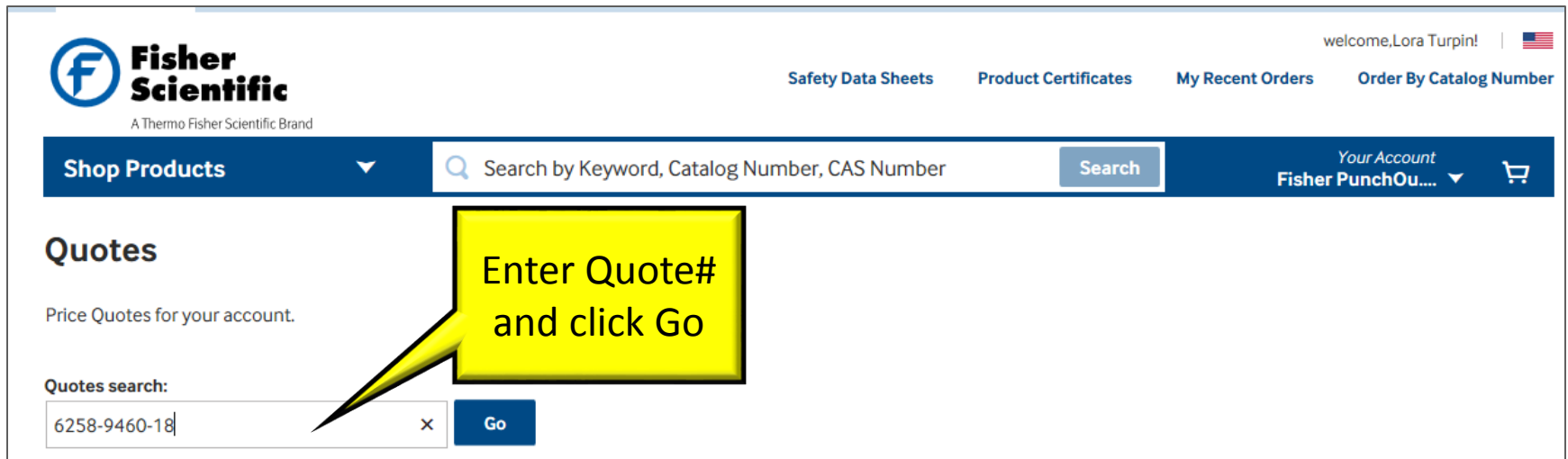
My List:
Add your most frequently used items to your My List and hotlists.

Quotes:
When you request a quote, it's available online for review as soon as it has been prepared saving you time and effort.

A yellow callout box with a black border and a pointer to the 'Quotes' section contains the text: 'Click on Quotes'.

Fisher Quotes Through Punch-out

- Enter quote number from your quote into the quotes search field.
- Click “Go”.



The screenshot displays the Fisher Scientific website interface. At the top left is the Fisher Scientific logo with the tagline "A Thermo Fisher Scientific Brand". On the top right, there is a user greeting "welcome, Lora Turpin!" and a US flag icon. Below the logo, navigation links include "Safety Data Sheets", "Product Certificates", "My Recent Orders", and "Order By Catalog Number". A dark blue navigation bar contains "Shop Products" with a dropdown arrow, a search bar with the placeholder "Search by Keyword, Catalog Number, CAS Number" and a "Search" button, and "Your Account Fisher PunchOu..." with a dropdown arrow and a shopping cart icon.

The main content area is titled "Quotes" and includes the text "Price Quotes for your account." Below this is a "Quotes search:" section with a text input field containing "6258-9460-18", a clear button (x), and a blue "Go" button. A yellow callout box with a pointer to the input field contains the text "Enter Quote# and click Go".

Fisher Quotes Through Punch-out

- Enter quantity and click “Add to Cart”.

Fisher Scientific
A Thermo Fisher Scientific Brand

welcome, Lora Turpin! |

[Safety Data Sheets](#) | [Product Certificates](#) | [My Recent Orders](#) | [Order By Catalog Number](#)

[Shop Products](#) | Search by Keyword, Catalog Number, CAS Number | Search | [Your Account](#) | [Fisher PunchOu....](#) |

[Print](#) | [Email](#)

Price Quote Details

The following quote was processed by the Fisher Ordering System.

[Return To Quotes](#)

Account #:	063898001	Reference:	TURPIN/091516
Quote #:	Q6258-9460-18	End date:	09/15/2016
Trans. terms:	You will not be charged for transportation of these items.		
Quote type:	Line Level - Enter a quantity for each item you want to buy.		

Line	Description	Catalog No.	Qty.	Unit and Quoted price
1	KIMWIPE SML 4-1/2X8-1/2 2	06666A	<input type="text"/>	CS For \$67.20

[Add to Cart](#)

Fisher Quotes Through Punch-out

- The items are added to the cart.
- Review the cart and click “Return Cart to Purchasing Application”.

welcome, Lora Turpin | Customer Service +1 800-766-7000 |

Fisher Scientific
A Thermo Fisher Scientific Brand

Your Account
Fisher PunchOu... ▾

Print Email

Shopping Cart

Active Account
Account Name: 063898001 Fisher PunchOut Partner

Shipment Setting: Multi Ship

[Cancel This Session](#)

Items In Your Cart	Price	Quantity	Availability	Item Subtotal
 06-666A KIMWIPE SML 4-1/2X8-1/2 280/PK Remove Item	\$67.20 / Case of 60 PK Quoted Price Quote #6258946018	1	In Stock (1) Estimated Delivery 09/16/2016	

Order Subtotal

Promo Code?

Cart Total


Returning your cart to your purchasing application will log you out of the Fisher Scientific website.

Empty Cart [Keep Shopping](#) [Return Cart to Purchasing Application](#)

Return Cart to
Purchasing
Application

Fisher Quotes Through Punch-out

- Click "Submit" to return the Fisher cart to the TechBuy cart.

 **Fisher Scientific**
A Thermo Fisher Scientific Brand

Log Out of Fisher session
Your shopping session on the Fisher Scientific website is complete and you have successfully logged out of the site.

Click the 'Submit' button to return the items in your cart to your purchasing application.

You will lose the items in your cart if you do not click 'Submit' or if you use the browser 'Back' button.

Your entire order will be rejected:

- if you make modifications to any quoted item(s) in your cart - UOM, price, catalog#
- OR
- if quoted item(s) are ordered after quote has expired

If you need to make changes to your shopping cart, please submit this cart and then return to the Fisher Scientific website from your purchasing application.

Shopping Cart

Account Number : 063898-001

Catalog No.	Price	Quantity	Availability	Item Subtotal
06-666A KIMWIPE SML 4-1/2X8-1/2 280/PK	\$67.20 / Case of 60 PK	1	Estimated Delivery:9/16/2016 From: THERMO FISHER SCIENTIFI	\$67.20
Order Subtotal				\$67.20
Cart Total				\$67.20

[Submit](#)

Submit

Fisher Quotes Through Punch-out

- The items are in the cart and available to “Proceed to Checkout” in TechBuy.

The screenshot shows the TechBuy shopping cart interface. At the top, the header includes the Texas Tech University Health Sciences Center logo and navigation links. The cart summary shows 1 item(s) for a total of 67.20 USD. A yellow callout box with the text "Proceed to Checkout" points to the "Proceed to Checkout" button in the cart summary. Below the cart summary, there are options to "Add Non-Catalog Item", "Empty cart", and "Perform an action on (0 items selected)...". The main section displays the product details for "KIMWIPE SML 4-1/2X8-1/2 280/PK".

Product Description


	Unit Price	Quantity	Total
Item added on Sep 15, 2016 KIMWIPE SML 4-1/2X8-1/2 280/PK	67.20 USD	1	67.20 USD
Part Number: 06666A	CS	<input type="text" value="1"/>	<input type="text" value="67.20 USD"/>
Manufacturer Info: 34155 - (Unknown)	change price...	<input type="button" value="Update"/>	
Contract: H-UTSSCA4914 more info... Lab Distribution Services change...			
Commodity Code: 41-12-00-00			

Fisher Scientific Ordering of Oligos

- Access the Fisher Scientific punch-out sticker through the TechBuy home/shop page.
- The Fisher Scientific sticker will open up the punch-out page.
- Click on Shop Products; RNAI, Oligos, Assays, Gene Editing & Gene Synthesis Tools; Eurofins MWG Operon Oligos Tools


Fisher Scientific Ordering of Oligos

- The form to build Oligos will populate.
- Fill out all the required fields and click “Add to Order”.

 **Fisher Scientific**
A Thermo Fisher Scientific Brand

Return to fishersci.com home

Please DO NOT use the browser Back button to navigate during this session.

Build Oligos Help  **Genomics**

Build your oligo and click **Add to Order**. When you have completed your order, click **Review Pricing**.

STEP 1 Build Oligos **STEP 2** Review Pricing **STEP 3** Shopping Cart

Your Order
Currently there are no items in your order. Review Pricing

Build Oligos

Sequence Name:

Sequence: 5'

Sequence Length:

Modifications: Add Modification

Scale:

Purification:

Oligo Quantity:


Order Reverse Complement:

Normalization Requested:

Notes:

Please do not add modifications in this field. Use the **Add Modification** button above.

Custom Dual-Labeled Probes

 **\$95**

- FAM-BHQ1 or FAM-TAM
- 50 nMol synthesis
- HPLC purification
- 100% GC by mass spec

Click on "Add Modification" to select your probe

Add to Order

[Return to fishersci.com home](#) Upload Oligos Add to Order

Fisher Scientific Ordering of Oligos

- After you click “Add to Order,” it will add the items to your shopping cart.

The screenshot shows the Fisher Scientific website's shopping cart. At the top left is the Fisher Scientific logo with the tagline "A Thermo Fisher Scientific Brand". The top right corner displays a welcome message for "John Haynes", a customer service number "+1 800-766-7000", and a dropdown menu for "Your Account" showing "Fisher PunchOut...". Below the account menu are "Print" and "Email" icons. A "Cancel This Session" button is located on the right side of the cart area.

The main heading is "Shopping Cart". Underneath, it shows account information: "Active Account" with "Account Name: 063898001 Fisher PunchOut Partner" and "Shipment Setting: Multi Ship".


The "Oligos" section contains a table with the following data:

Catalog No.	Price	Quantity	Availability	Item Subtotal
usp17bamfor CGT AGG ATC CAC GCC AGC ATG GGG ACT GAC TGA AC (25 nmole, Salt-Free)	\$10.50	1		

Below the table, there are links for "Edit Oligos Order" and "Remove Oligos Order". A summary bar shows "Order Subtotal: \$10.50". At the bottom, there is a "Promo Code?" field with an "APPLY" button and a final "Cart Total: \$10.50" bar.

Fisher Scientific Ordering of Oligos

- Click "Submit" to return the Fisher cart to the TechBuy cart.



Fisher Scientific
A Thermo Fisher Scientific Brand

Log Out of Fisher session
Your shopping session on the Fisher Scientific website is complete and you have successfully logged out of the site.

Click the 'Submit' button to return the items in your cart to your purchasing application.
You will lose the items in your cart if you do not click 'Submit' or if you use the browser 'Back' button.
If you need to make changes to your shopping cart, please submit this cart and then return to the Fisher Scientific website from your purchasing application.

Shopping Cart

Account Number : 063898-001

Oligos

Catalog No.	Price	Quantity	Availability	Item Subtotal
usp17bamfor CGT AGG ATC CAC GCC AGC ATG GGG ACT GAC TGA AC (25 nmole, Salt-Free)	\$10.50	1		

+ITEMIZED PRICING

Order Subtotal:	\$10.50
Cart Total	\$10.50

Submit

NOTE: Shipping and handling charges will be calculated at time of shipment based upon your account's terms and conditions.

Fisher Scientific Ordering of Oligos

- The items are in the cart and available to “Proceed to Checkout” in TechBuy.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 78793435 - Draft Requisition

Shopping Cart for John Haynes

Name this cart: 2016-09-07 DFQ329 01

Have you made changes? [Update](#)

Possible Missions Fisher Scientific [more info...](#)

PO Purchase Order 1
150 W Parker Rd Ste 602, Houston, TX 77076-2939 US

The item(s) in this group was retrieved from the supplier's website. [What does this mean?](#)

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 9/12/2016 9:30:25 AM

Line(s): 1

Product Description		Unit Price	Quantity	Total
Item added on Sep 12, 2016	BASE PAIR 25 NMOL SCALE	0.30 USD	35	10.50 USD
Add to Favorites	Part Number DNA002	EA	Update	
Remove	Manufacturer Info DNA002 - (EUROFINS MWG OPERON INCORPORATED)	change price...		
More Actions	Contract H-UTSSCA4914 more info...			
	Lab Distribution Services change...			
	Commodity Code 12-00-00-00			

Proceed to Checkout

Purchasing Contacts

- Please contact the **Buyer** of the order when contacting Purchasing.
- The **Buyer** is most familiar with the order they processed and can help with questions or change orders needing processed.
- The **Buyer** name is located in the shipping area under buyer information.
- If the **Buyer** is not available please contact purchasing@ttuhsc.edu

Purchasing Contacts

Add Non-Catalog Item

Requisition | PR Approvals | PO Preview | Comments (4) | Attachments (5) | History

Summary | Shipping | Billing | Line and Header FOAP Summary | Supplier Info

Hide header

General		Shipping	
Status	Pending HSC Buyer 9 (Darlene Durham)	Ship To	
Submitted	9/15/2016 8:07 AM	Contact Name Allison Kerin	
Cart Name	Staff Senate 2016-2017 Jackets	Phone +1 (806) 743-6462	
Description	<i>no value</i>	Email allison.kerin@ttuhsc.edu	
Priority	Normal	Tx Tech Univ HSC	
Prepared by	Rebecca Ramirez	3601 4TH ST	
Principal Investigator	<i>no value</i>	Rm/STOP STOP 8100	
Purchase Order Classification	GG	LUBBOCK, TX 79430	
Texas SmartBuy PO #	<i>no value</i>	United States	
LBB Field	<i>no value</i>	Cardinal Account Code	
		Medical/Surgical Supplier Account Code	21179940 Pharmacy Practice
		Delivery Options	
		Expedite	x
		Ship Via	Best Carrier-Best Way
		Requested Delivery Date	<i>no value</i>
		Buyer Information	
		Buyer Name	Buyer Phone Number
		Darlene Durham	806-743-7841 HSC Purchasing Phone Number

View/edit by line item...

Shipping Area

Buyer Information

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

TechBuy Profile

- Please verify your user profile is correct in TechBuy.
- Please verify your information including your phone number, email and department. The information does not update automatically when a change has been made.

Lora Turpin

User Name SZI960

User Profile and Preferences ▾

- User's Name, Phone Number, Email, etc.
- Language, Time Zone and Display Settings
- Update Security Settings >
- Default User Settings >
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Notification Preferences >
- User History >
- Administrative Tasks >

User's Name, Phone Number, Email, etc.

First Name

Last Name

Phone Number

+1 (806) 743-7392
Country Code, Area, Phone Number, Extension

E-mail Address [Email User](#)

Business Unit ▾

Department ▾

Position ▾

Badge Id

User Name SZI960

Authentication Method ▾

Organization Terms and Conditions accepted on 9/1/2016 11:23 AM [Terms and Conditions](#)

Save

Accounts Payable: Receiving in TechBuy

Receipt Date – Determines the Accounting Period and Fiscal Year the invoice should be processed in as well as the payment due date. Defaults to the Current Date.

- You must enter the date the goods and services were received in your department in the “Receipt Date” field.
- Do not enter the date the invoice was received.
- Monthly Service Payment – enter the last day the service was provided.
- Yearly Service Payment – enter the first day the service will be provided.

Accounts Payable: Receiving in TechBuy

The Receipt Date defaults to today's date.

Orders and Documents > Document Search > Search Documents > New Qty Receipt

Summary Comments (0) History

Exact Match: PO No. P0480123

Header Information

Receipt Name	2016-09-08 HLL292 01	Receipt Create Date	9/8/2016 9:57:54 AM	Source	Manual
Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by	
To Be Assigned	9/8/2016		Navajo Office Products LLC	A Bomar	(Texas Tech University Health Sciences Center)

RECEIPT ADDRESS

Location

CARRIER

DELIVERY

Other

Make sure to change the Receipt Date to the actual date the goods/services were received.

Exact Match: PO No. P0480123

Header Information

Receipt Name	2016-09-08 HLL292 01	Receipt Create Date	9/8/2016 9:57:54 AM	Source	Manual
Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by	
To Be Assigned	09/02/2016		Navajo Office Products LLC	A Bomar	(Texas Tech University Health Sciences Center)

RECEIPT ADDRESS

Location

CARRIER

DELIVERY

Other

Accounts Payable: Receiving in TechBuy




- Remove Items not Received – When you receive goods or services from a Purchase Order, but do not receive all the goods or services, select only the goods or service items received and “Remove” any items not received from the receipt.
- If you lower or leave the amount received to zero, the receipt still shows that the item has been received.
- If you discover that you have incorrectly entered a receipt, contact Accounts Payable at Accounts.Payable@ttuhsc.edu.
- For more information about correctly receiving goods and services in TechBuy see the tutorial at [TechBuy Receiving](#).

Accounts Payable: Receiving in TechBuy

Receipt Lines ?

Line Details ?

Show Receipt Details For Selected Lines: Remove Selected Items

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	<input type="checkbox"/>
P0480123 	1	Humanscale Liberty Chair, Task Chair, Height Adjustable with Duron Arms with following seat colors: Wave2 - Graphite1 - Sage1 - Navy	Hum L11D A M 10 W Wave	4		<input type="text" value="0"/>		<input type="text" value="Received"/>	<input type="button" value="Remove Line"/> <input type="button" value="Receive & Return"/>	<input type="checkbox"/>
P0480123 	2	Installation		1 1/EA		<input type="text" value="1"/>		<input type="text" value="Received"/>	<input type="button" value="Remove Line"/> <input type="button" value="Receive & Return"/>	<input type="checkbox"/>
P0480123 	3	TXMAS Smartbuy Fee		1 1/EA		<input type="text" value="0"/>		<input type="text" value="Received"/>	<input type="button" value="Remove Line"/> <input type="button" value="Receive & Return"/>	<input type="checkbox"/>

If you reduce a line item to zero and save or complete, the line status shows received.

Accounts Payable: Receiving in TechBuy

Receipt Lines ?

Line Details ?

Show Receipt Details For Selected Lines: Remove Selected Items Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	<input type="checkbox"/>
P0480123 	1	Humanscale Liberty Chair, Task Chair, Height Adjustable with Duron Arms with following seat colors: Wave2 - Graphite1 - Sage1 - Navy	Hum L11D A M 10 W Wave	4		4		Received	Remove Line Receive & Return	<input checked="" type="checkbox"/>
P0480123 	2	Installation		1 1/EA		1		Received	Remove Line Receive & Return	<input type="checkbox"/>
P0480123 	3	TXMAS Smartbuy Fee		1 1/EA		1		Received	Remove Line Receive & Return	<input checked="" type="checkbox"/>

Delete Add PO Save Updates Complete

You must select and "Remove the Selected Items" so that they will not show that they were received.

After Saving or Completing, the lines are removed from the receipt.

Show Receipt Details For Selected Lines: Remove Selected Items Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	<input type="checkbox"/>
P0480123 	2	Installation		1 1/EA		1		Received	Remove Line Receive & Return	<input type="checkbox"/>

Delete Add PO Save Updates Complete

Accounts Payable: Attaching Invoices in TechBuy

- Invoices received by departments ready to be processed must be submitted by attaching through TechBuy comments instead of sent to Accounts Payable by campus mail or by email to Accounts.Payable@ttuhsc.edu.
- This process does not include invoices with patient information and/or personal information.
- When you attach an invoice in the comments, name the file the invoice number and add the email recipient of Accounts.Payable@ttuhsc.edu.

Accounts Payable: Attaching Invoices in TechBuy

- This process helps Accounts Payable with processing invoices in a timely manner while allowing departments to view and verify all payment information related to a purchase order in TechBuy.
- Departments are responsible for maintaining all original documentation within their department.
- If you have questions about sending invoices to us that contain patient and/or personal information email Accounts.Payable@ttuhsc.edu.

Accounts Payable: Attaching Invoices in TechBuy

Uncheck the recipients that should not receive the comment

Add Comment

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s):

- Gerron Moore <gerron.m.moore@ttuhsc.edu>
- Heather Brillon <heather.brillon@ttuhsc.edu> (Inactive)
- John Haynes (Approved) <john.haynes@ttuhsc.edu>
- Josefina Perez <josie.perez@ttuhsc.edu>
- Laura Ochoa <laura.ochoa@ttuhsc.edu>
- Lesa Kimbrough <lesa.kimbrough@ttuhsc.edu>
- Roy Calcote (Prepared by) <roy.calcote@ttuhsc.edu>

Select "add email recipient" to add Accounts.Payable@ttuhsc.edu

Enter "Accounts" in Last Name field and select Search

add email recipient...

User Search

Last Name	<input type="text" value="Accounts"/>
First Name	<input type="text"/>
User Name	<input type="text"/>
Email	<input type="text"/>
Business Unit	<input type="text" value="Business Unit Name"/>
Department	<input type="text"/>
Results Per Page	<input type="text" value="10"/>
<input type="button" value="Search"/>	

1000 characters remaining

Attach file to this document (optional):

Attachment Type	<input type="text" value="File"/>
File Name	<input type="text"/>
File	<input type="button" value="Browse..."/>

Add Comment Close

PCard Reminders

- The PCard is a method of payment for goods available, and must adhere to purchasing policies and guidelines.
- Use institutional contracts with vendors through TechBuy to gain the best pricing.
- Examples:
 - Office Supplies – Summus Staples
 - Desktops and Laptops – Summus Dell
 - Books – Complete Books
- If the purchase is an exception to a purchasing policy, you must obtain approval from Purchasing and include the approval with your monthly expense report.

PCard Reminders

- “Ship To” location should be to a TTUHSC institutional address, if there is an exception, you must obtain approval from Purchasing and include the approval with your monthly expense report.
- Provide the Texas Sales and Use Tax Exemption Certification form to in state vendors. Texas state sales tax is not an allowable expense on the PCard.
- PCard training and information is available at the [Purchasing Card](#) website.

Amazon Prime Accounts

- **Individual Amazon Prime accounts are not allowable on institutional funds.**
- If purchased on the p-card, the cardholder will be responsible for canceling the membership and ensure it is refunded to the p-card by Amazon; or, the cardholder will reimburse TTUHSC/p-card for the total amount.

Deviation Requests

Follow the steps below when sending a deviation request.

- Verify item(s) are not available to purchase through the punch-out.
- Provide vendor name.
- Provide item(s) requested deviation.
- Provide cost of item(s) and quantity to be ordered.
- Provide explanation why the deviation is necessary.

Please send deviation requests to purchasing@ttuhsc.edu.

Travel Reminders

- Uploading and attaching all travel documentation within the Travel2 system is the preferred method to submit both Travel Applications and Vouchers.
- Any travel voucher not approved by the Travel Office that is over 60 days old will be taxable to the traveler.
- The Travel System calculates based on the trip end date and will automatically report the taxable expense to Payroll. An email notification is sent to the traveler if this occurs.

Travel Reminders

- Documentation requirements are located in the Travel Home page under “Help” in the left menu bar or access directly at [Travel Voucher Checklist](#).
- If you have questions, please contact us at travel@ttuhsc.edu.

Questions & Answers

Questions?