

# Texas Tech University Health Sciences Center

REQUISITION TO CHECK

TTUHSC PURCHASING

# Agenda

- Processing a TechBuy Order
- Receiving Receipts
- Payment

# Processing a TechBuy Order

## Determine the type of order to process

- Non-Catalog/Standing order
  - Order under \$5,000 (New limit under \$15,000)
  - Quote from vendor
- Informal Bid
  - Order total \$5,000-\$25,000 (New limits \$15,000.01-\$40,000)
  - Requires quotes from at least three vendors (2 from HUB vendors)
- Formal Solicitation
  - Order total \$25,000+ (New limits \$40,000.01+)
  - Requires Bid Supplier non-catalog to be submitted to request solicitation
  - Solicitation process is completed by the Purchasing department
- Sole Source
  - Only one vendor can supply the item/services
  - Sole Source form must be completed in detail and attached to the order

# Processing a TechBuy Order

## Processing a TechBuy Non-Catalog order or Standing order

### Overview:

- In TechBuy select the Non-Catalog or Standing order form from the Home/Shop page.
  - Non-Catalog – One time purchase from vendor.
  - Standing Order – Open PO for items/services listed for the current FY.
- Complete each field and select add and go to cart.
  - The bold titles are required fields.
  - The non bold titles are optional fields.
- Please see following slides for step by step guide.

# Processing a TechBuy Order

## Select Supplier

- Select Supplier by clicking **Supplier Search** in the Enter Supplier



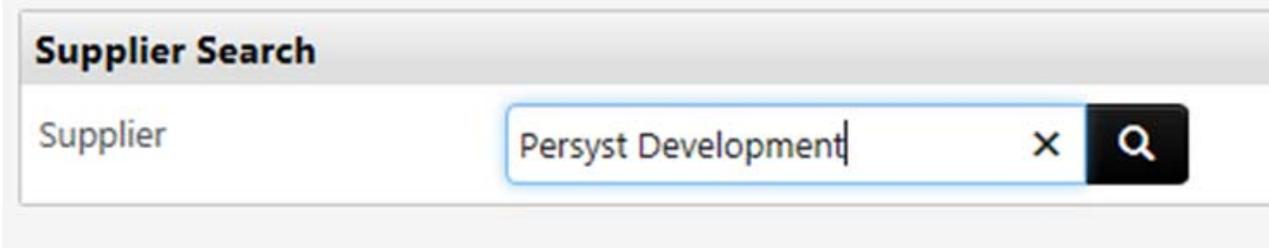
Non-Catalog Purchase Form

Supplier

Enter Supplier

or  
[Supplier Search](#) | [Enter Manually](#)

- Enter the Suppliers name

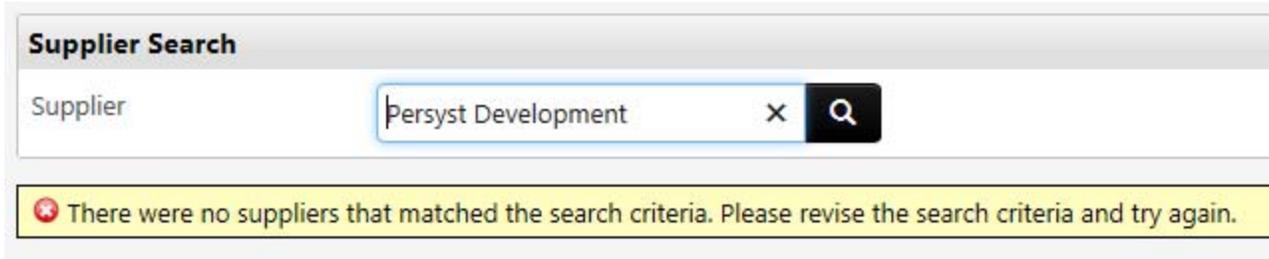


Supplier Search

Supplier

# Processing a TechBuy Order

- The suppliers name will appear if they are in the system. If an error states no suppliers were matched you will need to enter the suppliers information manually.



Supplier Search

Supplier

✖ There were no suppliers that matched the search criteria. Please revise the search criteria and try again.

- Click on **Enter Manually** in the Enter Supplier field.



Non-Catalog Purchase Form

Supplier

Enter Supplier

or  
[Supplier Search](#) | [Enter Manually](#)

# Processing a TechBuy Order

- Enter the Supplier's Name, Phone Number, Fax Number and Email. The contact information provided is used by the vendor team to request the W-9/W-8 information required for the vendor to be added to the system. The vendor team will contact the vendor when the requisition is received in the purchasing department.

| Non-Catalog Purchase Form |   |
|---------------------------|---|
| <b>Supplier</b>           |   |
| <b>Supplier Name</b>      | <input type="text" value="Persyst Development"/>  |
| DUNS No.                  | <input type="text"/>  |
| Supplier Phone            | <input type="text" value=""/> <input type="text" value="928"/> <input type="text" value="708-0705"/> <input type="text"/> |
|                           | (Country, Area, Phone, Ext)   |
| Supplier Fax No.          | <input type="text" value=""/> <input type="text" value="928"/> <input type="text" value="771-1209"/>                      |
|                           | (Country, Area, Phone)  |
| Supplier Email            | <input type="text" value="sales@persyst.com"/> <input type="button" value="x"/>   |
|                           | <a href="#">cancel manual entry</a>   |

# Processing a TechBuy Order

## Select Purchase Category

- Select the correct Purchase Category from the drop down list. The purchase category field is used to route the order to correct approvers and purchasing buyer.

## Select Quantity, Packaging (UOM), and Unit Price

- Select the quantity of items being purchased. If a standing order is being created the quantity will be 1.
- Select the packaging (UOM) of the items being purchased.
  - Non-Catalog orders will vary based on items purchased. The majority are 1/EA.
  - If a standing order is being created the packaging (UOM) will be 1/LOT.

# Processing a TechBuy Order

## Product Description

- Enter descriptive information about the items/services being purchased. The first 250 characters will appear on the check stub. This field will be included on the purchase order when sent to the vendor.

## Specifications/Long Text

- This field is used for additional specifications. This field is not sent to the vendor on the purchase order.

# Processing a TechBuy Order

## Shipping Information

- There are two selections for Shipping
  - Shipping cost included in line item – select this option when shipping has already been included in the line item.
  - Shipping is Prepaid and will be added to invoice – select this option when shipping was not included in the quote but will be added to the invoice.

Shipping Information

- Shipping Cost Included in Line Item
- Shipping is Prepaid and Will Be Added to Invoice

## Prior Year PO Number

- Enter prior PO number in this field. This field is designed to reference back to the prior year and provide connection between the purchase orders. It is used by Purchasing to reference the prior year attachments, notes, etc. to provide consistency and accuracy.

# Processing a TechBuy Order

## Form submission

- Once all bold/required fields are completed the form is ready to be submitted to your cart. In the available actions drop down you can choose the following:
  - Add and go to cart
  - Add to cart and return
  - Add to cart
  - Add to draft cart or pending PR/PO
  - Add to PO Revision
  - Add to Favorites
  - Save
  - Add to new cart
- Select the appropriate action and click go.

# Processing a TechBuy Order

## Shopping Cart

- Once all line items are completed you will be taken to your cart to complete the requisition.
  - Click Proceed to Checkout to continue to the requisition.
  - Click Assign Cart to assign the cart to another user for approval.

The screenshot shows a shopping cart interface for 'Officewise Furniture and Supply'. The user is 'Lora Turpin' and the cart contains one item: 'Haworth Chair with arms, color: red and black'. The total amount is 120.00 USD. The interface includes a navigation bar, a search bar, and a list of items with details such as part number, contract, and commodity code.

Shopping Cart for Lora Turpin

1 Item(s) for a total of 120.00 USD

Proceed to Checkout or Assign Cart

Have you made changes? Update

Officewise Furniture and Supply

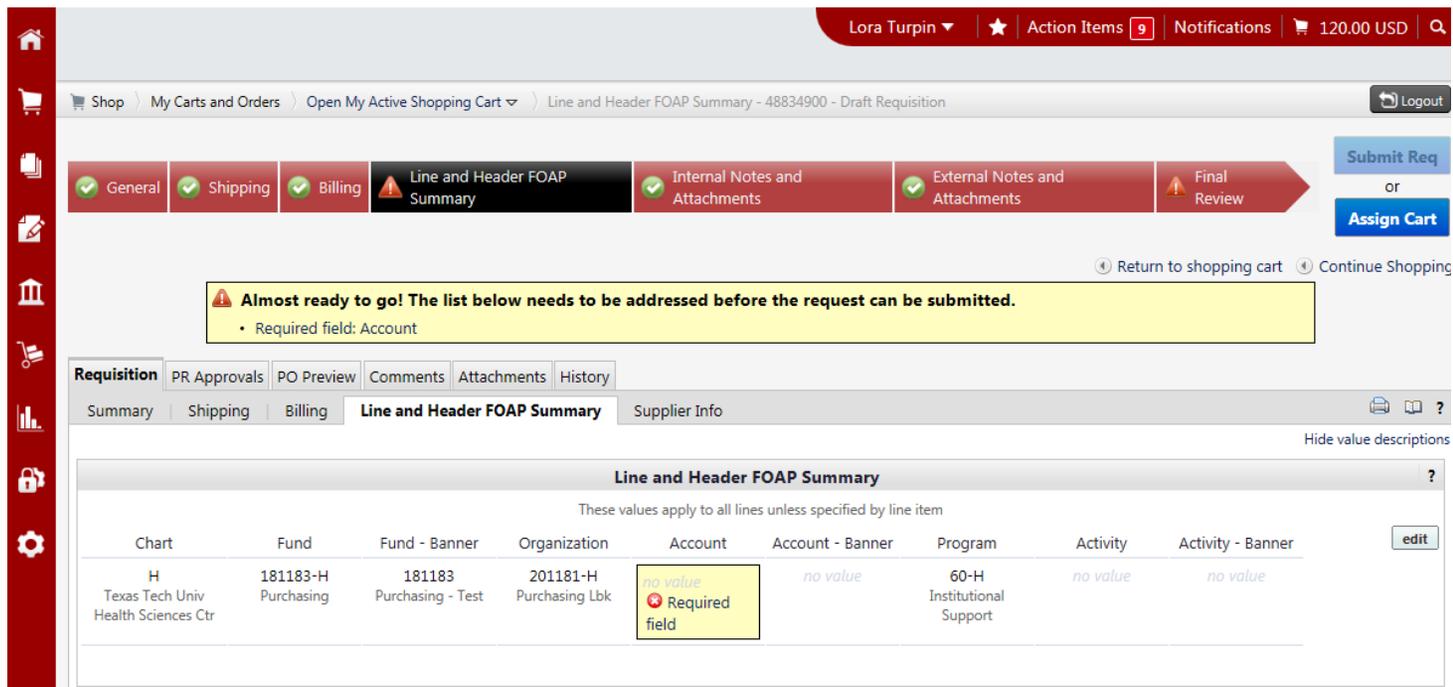
PO Purchase Order 1 Edit

1212 Avenue J, Lubbock, TX 79401-4020 US

| Product Description   | Unit Price         | Quantity | Total      |
|---|--------------------|----------|------------|
| <b>Haworth Chair with arms, color: red and black</b> open form...<br>Part Number: 1234<br>Contract: H-7110380 more info...<br>Spec Furniture change...<br>Commodity Code: <input type="text"/><br>Taxable: <input type="checkbox"/> | 120.00 USD<br>1/EA | 1        | 120.00 USD |

# Processing a TechBuy Order

- Complete all fields marked with  across the top of the cart. All fields must be marked with a green check  to submit the requisition. Please review all fields to verify the correct information has been entered.



The screenshot displays the TechBuy system interface for a requisition. At the top, a navigation bar shows the user's name (Lora Turpin), a star icon, 'Action Items' (9), 'Notifications', and a shopping cart icon with '120.00 USD'. Below this is a breadcrumb trail: 'Shop > My Carts and Orders > Open My Active Shopping Cart > Line and Header FOAP Summary - 48834900 - Draft Requisition'. A 'Logout' button is in the top right.

A progress bar below the breadcrumb shows several steps: 'General' (checked), 'Shipping' (checked), 'Billing' (checked), 'Line and Header FOAP Summary' (warning icon), 'Internal Notes and Attachments' (checked), 'External Notes and Attachments' (checked), and 'Final Review' (warning icon). 'Submit Req' or 'Assign Cart' buttons are on the right.

A yellow warning box states: 'Almost ready to go! The list below needs to be addressed before the request can be submitted.' with a sub-item: 'Required field: Account'. Below this is a tabbed interface with 'Requisition' selected. Under 'Requisition', 'Summary' is selected, and 'Line and Header FOAP Summary' is the active sub-tab. A 'Supplier Info' tab is also visible.

The 'Line and Header FOAP Summary' table shows values for various fields. The 'Account' field is highlighted with a yellow box and a red warning icon, indicating it is a required field with no value entered.

| Chart                                       | Fund                   | Fund - Banner               | Organization               | Account  | Account - Banner | Program                       | Activity | Activity - Banner |
|---|------------------------|-----------------------------|----------------------------|--|------------------|-------------------------------|----------|-------------------|
| H<br>Texas Tech Univ<br>Health Sciences Ctr | 181183-H<br>Purchasing | 181183<br>Purchasing - Test | 201181-H<br>Purchasing Lbk | no value<br> Required field | no value         | 60-H<br>Institutional Support | no value | no value          |

# Processing a TechBuy Order

- Check PR approvals tab to view workflow of the order.

The screenshot displays the user interface for processing a TechBuy order. At the top, the header includes the Texas Tech University Health Sciences Center logo, the user name 'Lora Turpin', and a shopping cart icon with a value of 728.51 USD. The breadcrumb trail shows the path: Shop > My Carts and Orders > Open My Active Shopping Cart > Approvals - 76580823 - Draft Requisition. A navigation bar contains several tabs: General, Shipping, Billing, Line and Header FOAP Summary, Internal Notes and Attachments, External Notes and Attachments, and Final Review. A yellow notification box states: 'All documents have been completed and this request is ready to be submitted. Once you have completed the review, you may continue by clicking the button at the top of the page.' Below this, the 'PR Approvals' tab is selected, showing a workflow diagram. The workflow starts with 'Submitted Future' (On behalf of: Debra Vaughn), followed by 'Budget Authorization' (Future), 'HSC Purchase Review' (Future, with a 'view approvers' link), and 'Create PO' (Future), ending with a 'Finish' icon.

# Processing a TechBuy Order

## Search for correct account code

- Select edit at the line and header FOAP summary.



The screenshot shows a table titled "Line and Header FOAP Summary" with the following columns: Chart, Fund, Fund - Banner, Organization, Account, Account - Banner, Program, Activity, and Activity - Banner. The data row contains: H (Texas Tech Univ Health Sciences Ctr), 181183-H (Purchasing), 181183 (Purchasing), 201181-H (Purchasing Lbk), 730000-H (SM Consumables), 730000 (SM Consumables), 60-H (Institutional Support), no value, and no value. An "edit" button is located at the end of the row, highlighted by a callout box with the text "Click Edit".

| Chart                                       | Fund                   | Fund - Banner        | Organization               | Account                    | Account - Banner         | Program                       | Activity | Activity - Banner |
|---|------------------------|----------------------|----------------------------|----------------------------|--------------------------|-------------------------------|----------|-------------------|
| H<br>Texas Tech Univ Health<br>Sciences Ctr | 181183-H<br>Purchasing | 181183<br>Purchasing | 201181-H<br>Purchasing Lbk | 730000-H<br>SM Consumables | 730000<br>SM Consumables | 60-H<br>Institutional Support | no value | no value          |

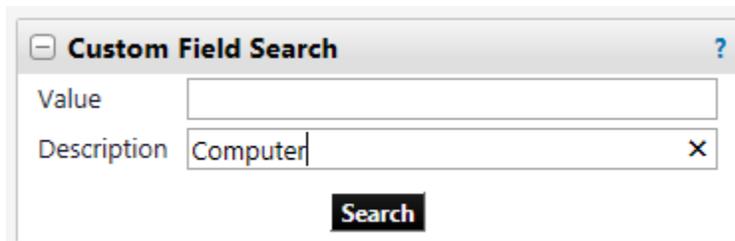
- Select from all values



The screenshot shows a "Funding Information" form with dropdown menus for Chart, Fund, Fund - Banner, Organization, and Account. The Account dropdown is highlighted by a callout box with the text "Click Select from all values".

| Chart   | Fund   | Fund - Banner                       | Organization   | Account                               | Account - Banner   | Program |
|---|--|-------------------------------------|--|---------------------------------------|--|---------|
| H<br>Select from profile values...<br>Select from all values... | 181183-H<br>Select from profile values...<br>Select from all values... | 181183<br>Select from all values... | 201181-H<br>Select from profile values...<br>Select from all values... | 730000-H<br>Select from all values... | 730000<br>Select from profile values...<br>Select from all values... |         |

- Type item description and click search.



The screenshot shows a "Custom Field Search" dialog box with a "Value" field and a "Description" field containing the text "Computer". A "Search" button is located at the bottom of the dialog.

| Value | Description |
|-------|-------------|
|       | Computer    |

# Processing a TechBuy Order

## Search for correct account code

- Select appropriate code.

Close

+ Click to filter search results ?

Results Per Page 20 Values Found 12 Page 1 of 1 ?

| Value    | Description                         |                        |
|----------|-------------------------------------|------------------------|
| 726200-H | MR Computer Software                | <a href="#">select</a> |
| 726700-H | MR Computer Equipment Maint/Repair  | <a href="#">select</a> |
| 737700-H | OC Computer Equipment Expensed      | <a href="#">select</a> |
| 737800-H | OC Computer Equipment Controlled    | <a href="#">select</a> |
| 737900-H | CO Computer Equipment               | <a href="#">select</a> |
| 738001-H | OC Computer Software Expensed       | <a href="#">select</a> |
| 738002-H | OC Computer License Fees Expensed   | <a href="#">select</a> |
| 739500-H | CO Computer Software/License Fees   | <a href="#">select</a> |
| 739501-H | CO Computer Software Capitalized    | <a href="#">select</a> |
| 739502-H | CO Computer License Fees Capitalizd | <a href="#">select</a> |
| 741100-H | RL Computer Equipment               | <a href="#">select</a> |
| 741500-H | RL Computer Software                | <a href="#">select</a> |

Results Per Page 20 Page 1 of 1

# Processing a TechBuy Order

## Search for correct account code

- The code selected will populate the account field.

| Funding Information  |  |                           |  |                           |
|--|--|---------------------------|--|---------------------------|
| Chart  | Fund   | Fund - Banner             | Organization   | Account                   |
| H  | 181183-H   | 181183                    | 201181-H   | 737700-H                  |
| Select from profile values...<br>Select from all values... | Select from profile values...<br>Select from all values... | Select from all values... | Select from profile values...<br>Select from all values... | Select from all values... |

# Processing a TechBuy Order

- For Recurring Payments or Advanced Pays click on the final review tab.

Lora Turpin | Action Items 12 | Notifications | 120.00 USD

Shop > My Carts and Orders > Open My Active Shopping Cart > Summary - 48834900 - Draft Requisition

Submit Req or Assign Cart

Return to shopping cart | Continue Shopping

All done! The required information has been completed and this request is ready to be submitted.  
Once you have reviewed the details, you may continue by clicking the button at the top of the page.

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Note: A state agency may not pay for goods or services before their delivery to the agency, unless the advance payment is necessary and serves a proper public purpose

# Processing a TechBuy Order

- Scroll to the line item you would like to set for recurring or advanced pay. Click the edit button on each line item.

**Supplier / Line Item Details** ?

Hide line details For selected line items

**Officewise Furniture and Supply** [more info...](#)  
PO Purchase Order 1   
1212 Avenue J, Lubbock, TX 79401-4020 US  
[Add non-catalog item for this supplier...](#)

Contract H-7110380 [more info...](#)  
PO Number To Be Assigned [View/edit by line item...](#)

| Product Description  | Catalog No  | Size / Packaging | Unit Price               |  |
|--|-------------|------------------|--------------------------|--|
| <b>1</b> <b>Haworth Chair with arms, color: red and black</b> <a href="#">more info...</a> | <b>1234</b> | <b>1/EA</b>      | <b>120.00 USD</b>        | <input type="checkbox"/> <input type="button" value="edit"/> |
| Taxable  |             | x                |                          |  |
| Replenish stock  |             | x                |                          |  |
| Commodity Code   |             | no value         |                          |  |
| Recurring Payment  |             | x                |                          |  |
| Advanced Pay   |             | x                |                          |  |
|  |             |                  | <b>Supplier subtotal</b> | <b>120.00USD</b>   |

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

|                 |                   |
|-----------------|-------------------|
| <b>Subtotal</b> | <b>120.00</b>     |
| <b>Total</b>    | <b>120.00 USD</b> |

Click edit

# Processing a TechBuy Order

- Click the appropriate check box and click save.

| Product Description                             | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price |
|---|------------|------------------|------------|----------|------------|
| 1 Haworth Chair with arms, color: red and black | 1234       | 1/EA             | 120.00     | 1 EA     | 120.00 USD |

Contract: H-7110380  
Select price or contract...

Taxable

Replenish stock

Commodity Code

Recurring Payment

Advanced Pay

Internal Note

expand | clear

expand | clear

Save Cancel

Click Save

Click appropriate box

# Processing a TechBuy Order

- Once all fields have been reviewed and have a green check, click Submit Req or Assign Cart.

All fields contain green checks

Click submit requisition or assign cart

You have completed the required information in this step. At this point, you can do the following:  
Proceed to the next step: Internal Notes and Attachments. Go straight to the end: Final Review.

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

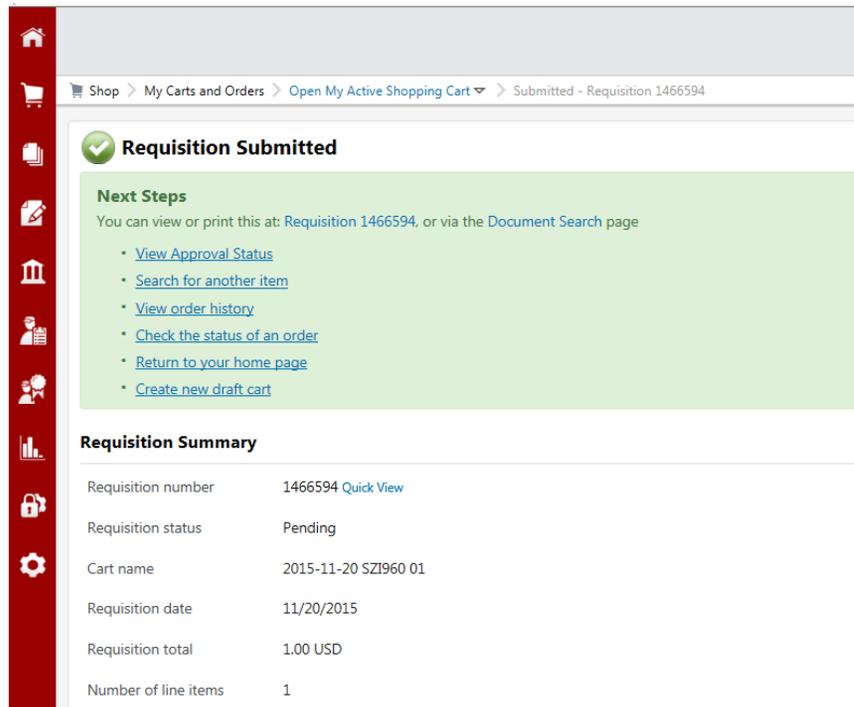
Summary | Shipping | Billing | **Line and Header FOAP Summary** | Supplier Info

Hide value descriptions

| Line and Header FOAP Summary                                  |                        |                             |                            |   |   |                                  |          |                   |
|---|------------------------|-----------------------------|----------------------------|---|---|----------------------------------|----------|-------------------|
| These values apply to all lines unless specified by line item |                        |                             |                            |   |   |                                  |          |                   |
| Chart   | Fund                   | Fund - Banner               | Organization               | Account                                     | Account - Banner                          | Program                          | Activity | Activity - Banner |
| H<br>Texas Tech Univ<br>Health Sciences Ctr                   | 181183-H<br>Purchasing | 181183<br>Purchasing - Test | 201181-H<br>Purchasing Lbk | 733403-H<br>OC Office Furniture<br>Expensed | 733403<br>OC Office Furniture<br>Expensed | 60-H<br>Institutional<br>Support | no value | no value          |

# Processing a TechBuy Order

- Once submitted you will receive a notification with the requisition number for your records.



The screenshot displays a web interface with a red sidebar on the left containing various icons. The main content area shows a breadcrumb trail: Shop > My Carts and Orders > Open My Active Shopping Cart > Submitted - Requisition 1466594. Below this, a green notification box with a checkmark icon states 'Requisition Submitted'. Underneath, a 'Next Steps' section provides instructions and links: 'You can view or print this at: [Requisition 1466594](#), or via the [Document Search](#) page'. A list of links includes: [View Approval Status](#), [Search for another item](#), [View order history](#), [Check the status of an order](#), [Return to your home page](#), and [Create new draft cart](#).

**Requisition Summary**

|                      |                                    |
|----------------------|------------------------------------|
| Requisition number   | 1466594 <a href="#">Quick View</a> |
| Requisition status   | Pending                            |
| Cart name            | 2015-11-20 SZI960 01               |
| Requisition date     | 11/20/2015                         |
| Requisition total    | 1.00 USD                           |
| Number of line items | 1                                  |

# Processing a TechBuy Order

## Required Attachments (Word or PDF documents)

- Quote – A valid quote is required to be attached on all requisitions. A quote is considered to be valid 30 days after the quote date unless an expiration date is stated.
- ICQ (Independent Contractor Questionnaire) – ICQ's must be attached to orders that an individual is providing a service to the institution.
- COI (Certificate of Insurance) – A COI is required when work/labor/delivery is being provided on the institutions property.
- Artwork – TTUHSC artwork (Seal, Double T, etc.) is to be attached to requisitions when being printed on items (promotional items, lab coats, etc).

# Processing a TechBuy Order

## Required Approvals

- IT – Approval is required on all TTUHSC IT related purchases (Computers, software, etc). If the account code or category selected is IT related the order will route to IT. If not, Purchasing will request approval from IT and will not approve until approval is received.
- Communications and Marketing – Approval is required on all TTUHSC artwork. Please allow additional time for Purchasing to route the order to them for approval.
- EH&S – Approval is required on all hazardous and radio active purchases. If the category chemicals and gases-radioactive is selected the order will be automatically routed. If not, Purchasing will request approval from EH&S and will not approve until approval is received.
- Pharmaceuticals – Approval is required from designated SOP representative. If the category Pharmaceuticals is selected the order will be automatically routed. If not, Purchasing will request approval from designated SOP representative and will not approve until approval is received.

# Receiving Receipts

- The receiving receipt feature allows you to enter receiving in TechBuy. In order to maintain an order's history, all receiving information for TechBuy purchase orders must be submitted through the TechBuy receiving process. Do not wait to receive an invoice or a request from Accounts Payable to complete "receiving" in TechBuy. Receiving should be completed when goods/services are received.
- There are two types of receipts that can be entered within TechBuy:
  - **Quantity Receipt** – receipt of item(s)
  - **Cost Receipt** – receipt of service(s)

# Receiving Receipts

## Creating a Quantity Receipt

- To document the receipt of specific items, select the Create Quantity Receipt option from the Available Actions dropdown box and select Go.

The screenshot shows a web application interface for managing purchase orders. At the top, there is a navigation bar with the user name 'Lora Turpin', a star icon, 'Action Items 14', 'Notifications', and a currency indicator '87.75 USD'. Below this, there are breadcrumb links: 'Orders & Documents > Document Search > Search Documents > Status - PO P0256592'. A 'Logout' button is in the top right.

The main content area displays details for Purchase Order P0256592, Revision 0, from Summus Staples. A callout box points to the 'Available Actions' dropdown menu, which has 'Create Quantity Receipt' selected. Another callout box points to the 'Go' button next to the dropdown.

The 'General Information' section includes: PO/Reference No. P0256592, Revision No. 0, Supplier Name Summus Staples, Purchase Order Date 11/7/2013, Total 182.31, Owner Name Debbie Ramirez, Owner Phone +1 (806) 743-2300, Owner Email debbie.ramirez@ttuhsc.edu, Requisition Number 44749335, and Internal PO Ref #: 33834225.

The 'Document Status' section shows: A/P status Open, Workflow Completed (11/7/2013 9:20 AM), Distribution: The system distributed the purchase order using the method(s) indicated below the last time it was distributed: cXML (Electronic Integration) Manual, Distribution Date/Time 11/7/2013 9:19 AM, and Supplier Sent To Supplier.

The 'Line Item Status' table lists 6 items:

| Line Item | Product Description  | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price | Supplier         | Receiving | Invoicing      | Matching      |
|-----------|--|------------|------------------|------------|----------|------------|------------------|-----------|----------------|---------------|
| 1         | Microsoft Natural Ergonomic Desktop 7000 Keyboard and Mouse, Black/Silver  | 698805     | EA               | 115.40     | 1 EA     | 115.40 USD | Sent To Supplier | none      | none           | No Matches    |
| 2         | Ampad Envirotec 100% Recycled Colored Top-Tab File Folders, Black & White, LETTER-size Holds 8 1/2" x 11", 50/Pk | 884368     | PK               | 9.99       | 2 PK     | 19.98 USD  | Sent To Supplier | none      | Fully Invoiced | Fully Matched |
| 3         | Duracell CopperTop AA Alkaline Batteries, 20/Pk  | 703715     | PK               | 12.99      | 1 PK     | 12.99 USD  | Sent To Supplier | none      | Fully Invoiced | Fully Matched |
| 4         | Sanford Sharpie Retractable Pens, Fine Point, 0.3 mm, Assorted Ink / Black Barrel, 3/Pk                          | 805691     | PK               | 10.02      | 2 PK     | 20.04 USD  | Sent To Supplier | none      | Fully Invoiced | Fully Matched |
| 5         | Staples Poly File Jackets, Letter, 1" Expansion, 10/Pk   | 903616     | PK               | 9.46       | 1 PK     | 9.46 USD   | Sent To Supplier | none      | Fully Invoiced | Fully Matched |
| 6         | Divide It Up Four-Pocket Poly Folder, 11 x 8-1/2, Assorted   | ESS99837   | EA               | 2.22       | 2 EA     | 4.44 USD   | Sent To Supplier | none      | Fully Invoiced | Fully Matched |

At the bottom, a note states: 'Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.' The total amount is 182.31 USD.

# Receiving Receipts

- A receipt is created utilizing the information from the purchase order. It includes a header section that contains basic receiving information and a receipt summary section to enter your actual quantities received. The Receipt Summary section is where you will enter the quantity of the items received.

The screenshot shows a web application interface for creating a receipt. At the top, there is a navigation bar with the user name 'Lora Turpin', 'Action Items 14', 'Notifications', and a currency indicator '87.75 USD'. Below this is a search bar and a 'Logout' button. The main content area is divided into sections. The 'Header Information' section is highlighted with a yellow border and a callout box labeled 'Header'. It contains fields for 'Receipt Name' (2014-02-18 SZI960 02), 'Receipt Create Date' (2/18/2014 2:18:47 PM), and 'Source' (Manual). Below this is a table with columns for 'Receipt No.', 'Receipt Date', 'Packing Slip No.', 'Supplier Name', and 'Received by'. The 'Receipt Date' field is set to '2/18/2014' and has a 'To Be Assigned' status. The 'Supplier Name' is 'Summus Staples' and the 'Received by' is 'Lora Turpin (Texas Tech University Health Sciences Center)'. Below the table is a 'RECEIPT ADDRESS' section with fields for 'Location', 'Contact Name' (Debbie Ramirez), 'Phone' (+1 (806) 743-2300), and 'Email' (debbie.ramirez@ttuhsc.edu). To the right of the address is a 'DELIVERY' section with a 'Carrier' dropdown set to 'Other', 'Tracking No.', 'Flexible Text Field', 'Flexible Text Field 2', and 'Flexible Drop Down'. Below these is an 'Attachments' section with 'Notes' (1,000 Chars. Max) and an 'Attach/Link' button. The 'Receipt Lines' section is highlighted with a red border and a callout box labeled 'Receipt Summary'. It contains a table with columns for 'PO No.', 'PO Line No.', 'Product Name', 'Catalog No.', 'Previous Receipts', 'Quantity', 'Add to Inventory', 'Line Status', and 'Actions'. The table has two rows of data. The first row is for PO No. P0256592, Line No. 1, Product Name 'Microsoft Natural Ergonomic Desktop 7000 Keyboard and Mouse, Black/Silver', Catalog No. 698805, Previous Receipts 1, Quantity 1, Add to Inventory, Line Status 'Received', and Actions 'Remove Line', 'Receive & Return'. The second row is for PO No. P0256592, Line No. 2, Product Name 'Ampad Envirotec 100% Recycled Colored Top-Tab File Folders, Black & White, LETTER-size Holds 8 1/2" x 11", 50/Pk', Catalog No. 884368, Previous Receipts 1, Quantity 1, Add to Inventory, Line Status 'Received', and Actions 'Remove Line', 'Receive & Return'. A callout box labeled 'See next page for definition of terms' points to the 'Line Status' and 'Actions' columns.

Header

Receipt Summary

See next page for definition of terms

# Receiving Receipts

- The Quantity field will pre-populate with the remaining quantity to be received for each item. Enter the appropriate quantity. Select “line status” from the drop-down list for each item:
  - **Received** - Receive the quantity entered.
  - **Returned** - Return the quantity entered. Used only when instructed by AP because receipt cannot be reopened.
  - **Cancelled** - Do not use.
- Select “Actions” for each item:
  - **Remove Line** – When creating receipts, be sure to select “remove line” for the item(s) on the PO that have not been received. Otherwise, all items will appear as received and payment will process for all items.
  - **Received/Returned** – Receive/Return the quantity entered. This is used when an item arrives and immediately returned due to damage, over shipment or any other reason. Department must follow up with vendor.
- Once the receiving receipt is accurate, select Complete at the top of the page.
- TechBuy will assign a receipt number to the completed document. **PLEASE GIVE TIME FOR IT TO PROCESS.**

# Receiving Receipts

The screenshot shows a web-based receipt management system. At the top, there is a navigation bar with 'Orders & Documents', 'Document Search', and 'Search Documents'. A user profile 'Lora Turpin' is visible, along with 'Action Items 14', 'Notifications', and a currency indicator '87.75 USD'. The main content area is titled 'New Qty Receipt' and includes a 'Logout' button. Below this, there are tabs for 'Summary', 'Comments (0)', and 'History'. The 'Summary' tab is active, showing 'Header Information' and 'Receipt Lines'. The 'Header Information' section includes fields for 'Receipt Name' (2014-02-18 SZI960 02), 'Receipt Create Date', and 'Source: Manual'. A table below this shows 'To Be Assigned' with columns for 'Receipt No.', 'Receipt Date' (2/18/2014), 'Packing Slip No.', and 'Supplier Name'. The 'Receipt Address' section contains fields for 'Location', 'Contact Name Debbie Ramirez', 'Phone +1 (806) 743-2300', 'Email debbie.ramirez@ttuhsc.edu', 'Tx Tech Univ HSC', '3601 4TH ST', 'Rm/Building MS 8310 / 2C400', 'LUBBOCK, TX 79430', and 'United States'. The 'DELIVERY' section includes a 'Carrier' dropdown set to 'Other', 'Tracking No.', and several 'Flexible Text Field' and 'Flexible Drop Down' inputs. The 'Receipt Lines' section is expanded to show 'Line Details'. A table lists two lines: Line 1 for 'Microsoft Natural Ergonomic Black/Silver' and Line 2 for 'Ampad Envirotec 100% Recycled Colored Top-Tab File Folders, Black & White, LETTER-size Holds 8 1/2" x 11", 50/Pk'. The table has columns for 'PO No.', 'PO Line No.', 'Previous Receipts', 'Quantity', 'Add to Inventory', 'Line Status', and 'Actions'. Callouts point to the 'Complete' button, the 'Receipt Date' field, the 'Quantity' field, and the 'Remove Line' button.

Orders & Documents | Document Search | Search Documents | New Qty Receipt | Logout

Summary | Comments (0) | History

Header Information

Receipt Name: 2014-02-18 SZI960 02 | Receipt Create Date: | Source: Manual

| Receipt No.    | Receipt Date            | Packing Slip No. | Supplier Name |
|----------------|-------------------------|------------------|---------------|
| To Be Assigned | 2/18/2014<br>mm/dd/yyyy |                  |               |

RECEIPT ADDRESS

Location: | Carrier: Other

Contact Name Debbie Ramirez  
Phone +1 (806) 743-2300  
Email debbie.ramirez@ttuhsc.edu  
Tx Tech Univ HSC  
3601 4TH ST  
Rm/Building MS 8310 / 2C400  
LUBBOCK, TX 79430  
United States

Tracking No.  
Flexible Text Field  
Flexible Text Field 2  
Flexible Drop Down

Attachments  
Notes (1,000 Chars. Max)

Attach/Link  
Received all items except for the printer. It is expected

Receipt Lines

Line Details

Show Receipt Details

| PO No.   | PO Line No. | Previous Receipts | Quantity | Add to Inventory | Line Status | Actions                         |
|----------|-------------|-------------------|----------|------------------|-------------|---------------------------------|
| P0256592 | 1           |                   | 1        |                  | Received    | Remove Line<br>Receive & Return |
| P0256592 | 2           |                   | 1        |                  | Received    | Remove Line<br>Receive & Return |

Select Complete

Very Important to enter the **ACTUAL DATE** the items were received.

Select when removing line(s)

Enter correct Quantity

Remember: Remove line if item is not received.

# Receiving Receipts

## Creating a Cost Receipt

- To document the receipt of services, select the Create Cost Receipt option from the Available Actions dropdown box and select Go.

The screenshot displays a procurement system interface for a purchase order (PO) with the following details:

- PO/Reference No.:** P0163416 Revision 0
- Supplier:** LVR Carpet Center Inc
- Purchase Order Date:** 6/13/2012
- Total:** 1,015.00
- Owner Name:** Garrel Sisson
- Owner Phone:** +1 (806) 743-4777 ext.234
- Owner Email:** garrel.sisson@ttuhsc.edu
- Requisition Number:** 30624588
- Internal PO Ref #:** 22178144

The **Document Status** section shows:

- A/P status:** Open
- Workflow:** Completed (6/13/2012 12:59 PM)
- Distribution:** Manual
- Distribution Date/Time:** 6/13/2012 12:59 PM
- Supplier:** Sent To Supplier

The **Line Item Status** table is as follows:

| Product Description   | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price   | Supplier         | Receiving      | Invoicing | Matching   |
|---|------------|------------------|------------|----------|--------------|------------------|----------------|-----------|------------|
| 1 ✓ Remove existing VCT and install new VCT in LCC elevator w.o. 12-7385 more info... | services   | 1/JA             | 1,015.00   | 1 JA     | 1,015.00 USD | Sent To Supplier | Fully Received | none      | No Matches |

**Total:** 1,015.00 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

# Receiving Receipts

- A receipt is created utilizing the information from the purchase order. It includes a header section that contains basic receiving information and a receipt summary section to enter your actual quantities received. The Receipt Summary section is where you will enter the quantity of the items received.

The screenshot shows a web application interface for creating a receipt. At the top, there is a navigation bar with the user name 'Lora Turpin', 'Action Items 14', 'Notifications', and a currency indicator '87.75 USD'. Below this is a search bar and a 'Logout' button. The main content area is divided into sections. The 'Header Information' section is highlighted with a yellow border and a callout box labeled 'Header'. It contains fields for 'Receipt Name' (2014-02-18 SZI960 02), 'Receipt Create Date' (2/18/2014 2:18:47 PM), and 'Source' (Manual). Below this is a table with columns for 'Receipt No.', 'Receipt Date', 'Packing Slip No.', 'Supplier Name', and 'Received by'. The 'Receipt Date' field is set to '2/18/2014' and has a 'To Be Assigned' status. The 'Supplier Name' is 'Summus Staples' and the 'Received by' is 'Lora Turpin (Texas Tech University Health Sciences Center)'. Below the table is a 'RECEIPT ADDRESS' section with fields for 'Location', 'Contact Name' (Debbie Ramirez), 'Phone' (+1 (806) 743-2300), and 'Email' (debbie.ramirez@ttuhsc.edu). To the right of the address is a 'DELIVERY' section with a 'Carrier' dropdown set to 'Other', 'Tracking No.', 'Flexible Text Field', and 'Flexible Drop Down' fields. Below the delivery section is an 'Attachments' section with a 'Notes' field (1,000 Chars. Max) and an 'Attach/Link' button. The 'Receipt Lines' section is highlighted with a red border and a callout box labeled 'Receipt Summary'. It contains a table with columns for 'PO No.', 'PO Line No.', 'Product Name', 'Catalog No.', 'Previous Receipts', 'Quantity', 'Add to Inventory', 'Line Status', and 'Actions'. The table has two rows of data. The first row is for PO No. P0256592, Line No. 1, Product Name 'Microsoft Natural Ergonomic Desktop 7000 Keyboard and Mouse, Black/Silver', Catalog No. 698805, Previous Receipts, Quantity 1, Add to Inventory, Line Status 'Received', and Actions 'Remove Line' and 'Receive & Return'. The second row is for PO No. P0256592, Line No. 2, Product Name 'Ampad Envirotec 100% Recycled Colored Top-Tab File Folders, Black & White, LETTER-size Holds 8 1/2" x 11", 50/Pk', Catalog No. 884368, Previous Receipts, Quantity 1, Add to Inventory, Line Status 'Received', and Actions 'Remove Line' and 'Receive & Return'. A callout box labeled 'See next page for definition of terms' points to the 'Line Status' and 'Actions' columns.

Header

Receipt Summary

See next page for definition of terms

| PO No.   | PO Line No. | Product Name   | Catalog No. | Previous Receipts | Quantity | Add to Inventory | Line Status | Actions                         |
|----------|-------------|--|-------------|-------------------|----------|------------------|-------------|---------------------------------|
| P0256592 | 1           | Microsoft Natural Ergonomic Desktop 7000 Keyboard and Mouse, Black/Silver  | 698805      |                   | 1        |                  | Received    | Remove Line<br>Receive & Return |
| P0256592 | 2           | Ampad Envirotec 100% Recycled Colored Top-Tab File Folders, Black & White, LETTER-size Holds 8 1/2" x 11", 50/Pk | 884368      |                   | 1        |                  | Received    | Remove Line<br>Receive & Return |

# Receiving Receipts

- The **Cost** field will pre-populate with the remaining cost for each item. Enter the appropriate cost of the services received. Select “line status” from the drop down list for each item:
  - **Cost Received** - Receive the cost entered.
  - **Cost Cancelled** – Do not use.
- Select “Actions” for each item:
  - **Remove Line** – When creating receipts, be sure to select “remove line” for the services(s) on the PO that have not been performed. Otherwise, all services will appear as received and payment will process for all services.
  - **Received/Cancel** – Receive/Cancel the cost entered.
- Once the receiving receipt is accurate, select Complete at the top of the page.
- TechBuy will assign a receipt number to the completed document. **PLEASE GIVE TIME FOR IT TO PROCESS.**

# Receiving Receipts

The screenshot shows a software interface for receiving receipts. The top navigation bar includes the user name 'Lora Turpin', 'Action Items 12', 'Notifications', and '87.75 USD'. The main content area is divided into sections: 'Header Information', 'Receipt Address', 'DELIVERY', and 'Receipt Lines'. The 'Receipt Date' field is highlighted with a callout box that says 'Select Complete'. A larger callout box points to the 'Receipt Date' field with the text 'Very Important to enter the **ACTUAL DATE** the service(s) were received.' Another callout box points to the 'Cost' field in the 'Receipt Lines' table with the text 'Enter correct Cost'. A third callout box points to the 'Remove Line' button in the 'Actions' column with the text 'Select when removing line(s)'. A fourth callout box points to the 'Remove Line' button with the text 'Remember: Remove line if service is not performed.'

Summary | Comments (0) | History

Header Information

Receipt Name: 2014-02-18 SZ1960 02

Receipt Date: 2/18/2014

Receipt Address:

DELIVERY: Other

Receipt Lines:

| PO No.   | PO Line No. | Product Name   | Log No. | Previous Receipt | Cost     | Line Status   | Actions                       |
|----------|-------------|--|---------|------------------|----------|---------------|-------------------------------|
| P0163416 | 1           | Remove existing VCT and install new VCT in LCC elevator w.o. 12-7385 |         | 4055361          | 1,015.00 | Cost Received | Remove Line<br>Receive/Cancel |

For additional information on receiving please refer to TechBuy Receiving Tutorial found at F&A Work Tools tab > Accounts Payable.

# Payment

- Payment will occur once receiving is complete and invoice is received.
- Invoices are created/delivered into TechBuy via three basic methods:
  - cXML Direct from Vendors
  - Vendor Portal Delivery
  - Direct entry by Accounts Payable
- Invoices are matched against the purchase order. When invoices are received in TechBuy they are systematically matched against the order. The matching process checks every single invoice at the line item detail and determines if a price is correct or off-contract. Matched invoices are then posted to Banner for payment. The payment of this invoice will be identified on the general ledger as Banner invoice #V9xxxxxx.
- Although departments are not receiving paper invoices or requests from Accounts Payable to complete receiving for invoices received in TechBuy, receiving must still be completed timely (in TechBuy) for all items received.

# Payment

- To view a payment of an invoice in TechBuy, select the invoices tab and click on the Invoice No. (V9XXXXXX) to review the invoice.

Documents > Document Search > Search Documents > Invoices - PO P0503416

Back to Search Results 500 of 10000 Results

PO/Reference No. **P0503416 Revision 0**  
Supplier **Summus Staples**

Status Purchase Order Revisions PO Approvals Shipments Receipts **Invoices** Comments Attachments History

| Invoicing Summary |            |              |            |
|-------------------|------------|--------------|------------|
| Invoice No        | Invoice No | Invoice Date | Due Date   |
| V9446068          | 3319223604 | 10/27/2016   | 10/28/2016 |

**Invoice Line Details**

| Line No. | Product Name   |
|----------|--|
| 1        | Pilot Precise V5 RT Rolling Ball Pen Refills, Extra Fine Point, 0.5mm, Black Ink, 2/Pk                           |
| 2        | Pilot Precise V5 Retractable Premium Rolling Ball Pens, Extra Fine Point, 0.5 mm, Black Ink / Gray Barrel, 12/pk |
| 3        | Sanford Expo Bright Sticks Wet-Erase Fluorescent Marker Set, Bullet Tip, Assorted Colors, 5/Pk                   |
| 4        | Dixie Pathways 8 1/2" Paper Plates, Design, 125/Pk   |
| 5        | Sustainable Earth by Staples Napkins, 1-Ply, White, 400/Pk   |
| 6        | Staples Plastic Forks, Heavy Weight, White, 100/Bx   |

# Payment

- When you click on the invoice number it will pull up the invoice summary. The invoice contains usefull information, such as, pay status, remit to, check number and payment date.

The screenshot shows an invoice summary for invoice number V9446068. The supplier is Summus Staples. The invoice is paid, and the payment date is 10/27/2016. The payment method is electronic. The check number is P9022934. The remit to information is Wells Fargo Bank. The bill to information is TTUHSC Payables. The discount, tax, shipping & handling section shows a total of 0.00 USD.

| General                      |                | Remit To                         |                      | Note/Attachments |  |
|------------------------------|----------------|----------------------------------|----------------------|------------------|--|
| Invoice Type                 | Invoice        | Wells Fargo Bank aba 111900659   | External Note        | no note          |  |
| Pay Status                   | Paid           | CR 6349821717 Summus Staples     | Internal Note        | no note          |  |
| Invoice Number               | V9446068       | 1021 Main St Ste 2403            | External Attachments |                  |  |
| Supplier Invoice No.         | 3319223604     | Houston, TX 77002-6523           | Internal Attachments |                  |  |
| Supplier Name                | Summus Staples | United States                    |                      |                  |  |
| Invoice Date                 | 10/27/2016     | Address Id AP Accounts Payable 2 |                      |                  |  |
| Discount Date                |                |                                  |                      |                  |  |
| Due Date                     |                |                                  |                      |                  |  |
| Terms                        |                |                                  |                      |                  |  |
| Terms Discount               |                |                                  |                      |                  |  |
| Invoice Name                 |                |                                  |                      |                  |  |
| Match Status                 | Matched        |                                  |                      |                  |  |
| Invoice Source               | Electronic     |                                  |                      |                  |  |
| Contains substituted item(s) | x              |                                  |                      |                  |  |

| Payment Information |             | Discount, Tax, Shipping & Handling |              |
|---------------------|-------------|------------------------------------|--------------|
| Accounting Date     | 10/27/2016  | Discount, tax, shipping & handling |              |
| F.O.B.              | Destination | Allocation                         | Weighted     |
| Payment Method      | Check       |                                    | Header-level |
| Record No.          | P9022934    | Discount                           | 0.00 USD     |
| Record Date         | 10/28/2016  | Tax 1                              | 0.00 USD     |
|                     |             | Tax 2                              | 0.00 USD     |
|                     |             | Shipping                           | 0.00 USD     |
|                     |             | Handling                           | 0.00 USD     |

# Payment

- The Payment Information section of the Invoice Summary contains a record number. To identify the type of payment received please use the guide below.
- Record number beginning with:
  - A letter indicates a State payment (Pxxxxxxx).
  - The number 66 indicates a local payment (66xxxxxx).
  - A ! Indicates a direct deposit was made (!xxxxxxx).

# Questions & Answers

## Questions?