

Tips

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Business Affairs

12 Purchasing Responsibilities

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TechBuy is the eProcurement system used by all charts within the Texas Tech System. Authorized HSC shoppers can sign in to purchase items from a selection of contracted suppliers. Shopping carts can be created by shoppers and submitted to requesters where the departmental requester or approver will review and approve. TechBuy also processes purchases for non-contracted suppliers. Such purchases must be approved by a department approver and Purchasing.

For more information, visit: [TechBuy Training](#), [TTUHSC OP 72](#). Send questions to: Purchasing@ttuhsc.edu

01 TechBuy Roles

Request that the Fund Manager assign the Shopper or Requester role to you in TechBuy.

02 TechBuy Basics

Visit the TechBuy Basics [link](#) to help with TechBuy definitions.

03 Job Aids

Utilize the Job Aids [link](#) to assist with the completion of a requisition.

04 TechBuy Form

Determine the type of requisition you should use (e.g., Punch-out, Standing Order, Non-catalog, or Direct Pay).

05 New Vendor

Obtain a W9 and complete the Vendor Form to set up a new vendor, and attach to requisition.

06 Quote

Get a quote with the vendor address, part(s), price, and GPO contract number (if available).

07 Order Not Compliant

Acquiring goods and services prior to receiving a Purchase Order (PO) is considered a Non-Compliant order.

08 Bid Limits

Any order that is \$15k or over will require a Sole Source Justification or an informal bid. Any order that is \$50k or over will require a Sole Source Justification or a formal bid.

09 Account Codes

Maintain correct account coding using the [link](#) provided.

10 Purchasing Form

Ensure the right form is attached to the requisition.

11 Address/ Mail Stop

Provide the correct ship-to address and mail stop on the requisition.

12 Change Request

Use the Encumbrance Change Request to increase or decrease the unit price on a PO and to add or remove a FOAP.

