

12 Purchasing Responsibilities

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.

Visit: [TechBuy Training](#) or [TTUHSC OP 72](#) for more information.

Contact Purchasing@ttuhsc.edu with questions.

01 Request Access

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

02 Review Definitions

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

03 Utilize Job Aids

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

04 Determine Requisition Type

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

05 Obtain W9

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

06 Procure Quote

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

07 Ensure Compliance

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

08 Observe Bid Limits

Any order that is \$15,000 or over will require a Sole Source Justification or an informal bid. Any order that is \$50,000 or over will require a Sole Source Justification or a formal bid.

09 Maintain Proper Coding

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

10 Attach Purchasing Form

Ensure the right form is attached to the requisition.

11 Provide Address/ Mail Stop

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

12 Submit Change Request

Use the Encumbrance Change Request to increase or decrease the unit price on a PO and to add or remove a Fund, Organization, Account, and Program (FOAP).

