



Invoices which have been delivered into the departments are to be submitted to Payment Services using the Invoice Management System. The submission process eliminates/replaces the process of submitting invoices to Accounts Payable via comments in TechBuy. The system is user friendly and efficient for submitting invoices. The new Invoice Management System comes with significantly improved functionality including:

- *Electronic invoice web submission portal;*
- *Confirmation of invoice submission;*
- *Automated reminders to complete Techbuy receiving;*
- *Notification of when an invoice has been paid.*

**NOTE: Accounts Payable Operating Policies still apply.**

## Utilizing the System

The Invoice Management System can be accessed through Techbuy Shopping Home Page under Invoice Submission or visit this link to make your submission:

<https://www.fiscal.ttuhsoc.edu/APIInvoice>

From the Techbuy Shopping Home page, complete your TechBuy receipt then submit your **invoice document** to AP by clicking the **Invoice Management System** link.

Fill in the **Requested Details** from your vendor invoice document and click **Submit**.

# Invoice Management System Training

Here is an example of where to find the Requested Details on an invoice.

**Requested Details**

Submission Type: Invoice Select Invoice or Credit Memo

PO Number: P0809657

Invoice Number: (Morrison Supply Company - R10216238)  
S108779122.002

Date Invoice Received by TTUHSC: 07/13/2020 Justification for Late Invoices Form

Date Goods / Service Received by TTUHSC: 07/17/2020 Add Appropriate Dates

TechBuy Receipt Number: 25811301 Techbuy ← Receiving Instructions Complete Techbuy Receipt

Special Instructions / Comments:  Add notes for AP Team

Submitted By: Rodriguez-Harthan, Crystal

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**File Attachment**

Invoice/Credit Memo document: Choose File 071320 P080... 122.002.pdf Attach ONE Invoice or Credit Memo File

Only one Invoice/Credit Memo file permitted. Please contact [Accounts.Payable@ttuhsc.edu](mailto:Accounts.Payable@ttuhsc.edu) if you need to submit additional documents.

**MORRISON**  
SUPPLY COMPANY  
a MORRISON brand  
BRANCH: 1308 LUBBOCK  
141 EAST 42ND STREET  
LUBBOCK, TX 79408-5601  
Phone: 806-765-6555  
Fax Number: 806-765-0596

## INVOICE

INVOICE DATE	INVOICE NUMBER
07/10/2020	S108779122.002
PLEASE REMIT TO:	
MORRISON SUPPLY	
PO BOX 841183	
DALLAS TX 75284-1183	
PAGE NO.	Page 1 of 1

**BILL TO:**

TTU HEALTH SCIENCES CENTER  
PO BOX 5970  
LUBBOCK, TX 79408-5970

**SHIP TO:**

TTU HEALTH SCIENCES CENTER SHOP  
PO BOX 5970 STOP 6091  
LUBBOCK, TX 79408-5970

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON		
75331	p0809657	buy board 577-18	Kirk Craddock		
WRITER	SHIP VIA	TERMS	SHIP DATE	ORDER DATE	
Kirk Craddock	OT OUR TRUCK	NET 15TH PROX	07/10/2020	06/30/2020	
ORDER QTY	SHIP QTY	PRODUCT ID	DESCRIPTION	UNIT PRICE	EXT PRICE
1ea	1ea	1297027	WATTS 737310 C56 CUP SINK Item Procured	118.940	118.94

**ATTENTION!! ATTENTION!! ATTENTION!! ATTENTION!!!**  
Please update your records to reflect the remittance address above.  
Payments directed to any other addresses may result in posting delays.

For TERMS and CONDITIONS of sale, please visit <http://www.morrison.com>

Invoice is due by 08/15/2020. All claims for shortages or errors must be made at once, returns require written authorization and are subject to handling charges. Special orders are non-returnable.

Subtotal	118.94
S&H Charges	12.88
Tax	0.00
Payments	0.00
Amount Due	131.82
TO VIEW ONLINE: <a href="http://morrison.com">http://morrison.com</a>	
ENROLLMENT TOKEN	P08 695 51M
ACCOUNT NUMBER	1386200

# Invoice Management System Training

## Notifications

As actions are completed in the new system, you or a designated individual with invoice responsibility may receive one or more of the following notifications:

- Portal Entry Notification
- TechBuy Receipt Pending Notification
- Withdrawn Notification
- Paid Notification

### Portal Entry Notification

Received when the invoice is submitted through the portal. The Portal Entry notification confirms your invoice was received in the system.

#### **PORTAL ENTRY**

**Your Invoice has been received by the TTUHSC AP Invoice Processing System.**

Reference Number is noted in the subject of this email.

Once the Invoice has been processed and paid, you will receive a system email notification

*Should you require assistance or have questions concerning the process, please email the department directly at: [accounts.payable@ttuhsc.edu](mailto:accounts.payable@ttuhsc.edu)*

Regards,



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.  
TTUHSC Payment Services  
3601 4th Street | STOP 6283 | Lubbock, Texas  
806.743-7826 phone |

### TechBuy Receipt Pending Notification

Received when an invoice portal submission is received and the Techbuy Receipt Number field is not complete. Receiving will need to be completed in Techbuy.

Once receiving is complete, please reply to the Techbuy Receipt Pending notification email with the receipt number.

# Invoice Management System Training

## **TECHBUY RECEIPT PENDING**

An Invoice related to your PO has been received by the TTUHSC AP Invoice Processing System.

Reference Number is noted in the subject of this email.

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Please complete your Techbuy receipt as appropriate to confirm receipt and authorize payment.

When receipt is completed in TechBuy, please **"Reply To" this notification** with the receipt number to authorize payment of the submitted invoice.

### **Techbuy Receiving**

[Quick Tips](#)

[Video Tutorial](#)

Should you require assistance or have questions concerning the process, please email the department directly at: [accounts.payable@ttuhsc.edu](mailto:accounts.payable@ttuhsc.edu)

Regards,



TTUHSC Payment Services  
3601 4th Street | STOP 6283 | Lubbock, Texas  
806.743-7826 phone |

## **Withdrawn Notification**

Received when Payment Services withdraws an invoice. Please contact Payment Services if additional information is needed on why the invoice was withdrawn.

## **WITHDRAWN**

Your Invoice Submission has been **WITHDRAWN** by the Payment Services Office.  
The Document Number is noted in the subject of this email for reference.

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See the note in the field above (Notification Comments) for additional details as to the reason for the withdrawal.

Should you require assistance or have questions concerning the process, please email the department directly at: [accounts.payable@ttuhsc.edu](mailto:accounts.payable@ttuhsc.edu)

Regards,



TTUHSC Payment Services  
3601 4th Street | STOP 6283 | Lubbock, Texas  
806.743-7826 phone |

# Invoice Management System Training

## Paid Notification

Received when Payment Services processed the invoice and the invoice is paid.

### **PAID**

#### **Notification: Invoice Processed and Paid**

Your Submitted Invoice has been paid, and is attached for reference. Should you have questions concerning the document, please email the department directly at: [accounts.payable@ttuhsc.edu](mailto:accounts.payable@ttuhsc.edu)

Regards,



TTUHSC Payment Services  
3601 4th Street | STOP 6283 | Lubbock, Texas  
806.743-7826 phone |

If you have additional questions, please contact Accounts Payable at [accounts.payable@ttuhsc.edu](mailto:accounts.payable@ttuhsc.edu).