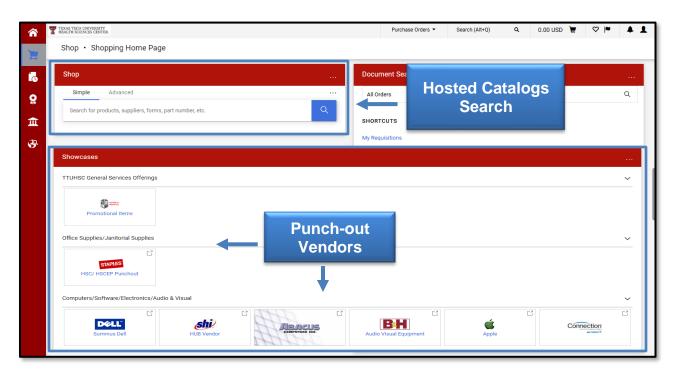
TechBuy offers the capability to shop by hosted catalogs, non-catalog forms and punching-out to vendor websites. Users may add catalog items to their cart by using both punch-out and hosted catalogs. It is important to note that a supplier cannot have a hosted and a punch-out catalog.

You may search for items you want to purchase from the TechBuy Shopping home page.



Your search results will display and can be narrowed using the filters. The **Simple** and **Advanced** tabs along the top of the search field allow you to toggle between the simple and advanced search pages. The **Go to** and **Browse** shortcut links provide quick access to frequently used features such as favorites or forms.



You can also enter a keyword or number for a Quick Search at the top of the Shopping home page.



The Quick Search Results will include any contracts, requisitions, change requests, purchase orders, invoices, or receipts that match the search data entered. Click any of the items to view.

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		H-41005997 - Distributor for Bio	omedical Solutions - UT Alliance	
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414	Please email questions or problems	E-DIR-CPO-4866 - Netsync Netw	vork Solutions offers Cyber Se	your purchase related contracts thru the
俞	Purchasing@ttuhsc.edu Or Call HSC Click item	H-WA00034777 - Inmate and De	etention Supplies, Solutions an	
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	monitored by TTU staff and only one HSC staff member. Please create a new email or forward e to purchasing@ttuhsc.edu			All contracts and attachments for this Fi day, January 17, 2025 (Agenda Book
	NOTICE Purchase of Apple/Mac Equipment	59610942		Huay, January 17, 2023 (Agenda Dook
	Effective immediately: TTUHSC IT will only approve Apple/Mac purchases from the Apple I	un 25949668		
	Out exclusively. Purchases from 3 rd party distributors will not be approved.	Additional results found. See all	I results	F LLED Document Forms
	All TTUHSC Apple/Mac devices are managed via a centralized mobile device management system. equipment is purchased through a third-party vendor the serial number that is used to enroll the device	∜h n c Change Requests		
	management application is owned by the third party, not TTUHSC. Getting serial numbers transferred fro third party to TTUHSC is a lengthy, labor-intensive process. Purchasing items directly from Apple automa	nt		
	assigns the serial number to TTUHSC and allows for automatic enrollment in our management applic thereby greatly reducing the wait time for new device deployment.	ati 174075737		

Hosted Catalog Search

Hosted catalogs are essentially a supplier's catalog that contains TTUHSC contract pricing; however, it typically contains a smaller number of products than a supplier's full catalog. If you use the search capabilities within TechBuy, you are searching the hosted catalogs.

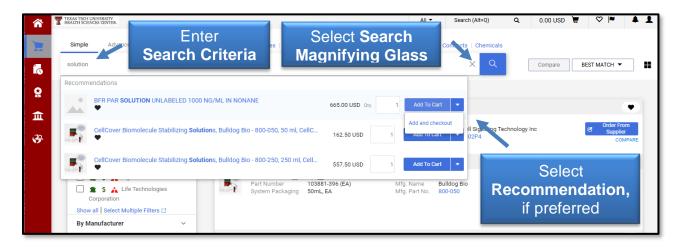
The Shopping home page allows you to perform a simple and advanced search. In the search field, enter keywords for items you want to purchase for a simple search. The advanced search allows you to perform a more detailed search by SKU number, supplier, manufacturer name, and more.

Recommended Search Items

When you enter **search criteria** for a simple search, the product search field offers up to 10 recommended items based on your personal and shared favorites, and items that have been added to requisitions in the last 30 days.

The **Add To Cart** button allows you to add an item or request directly to your cart. The **Add and Checkout** option on the drop-down menu will take you directly to the Checkout/Requisition page to purchase your items without going through the search results.

If there are no recommended items or you don't want any of the recommendations, select the **Search Magnifying glass** icon to generate the search results.



List and Grid Views

On the search results page, results will display by default in the list view. You may switch between the **ist view** or click the **grid icon** to view items as tiles in a sticker format. The grid view displays 1-6 columns of tiles, depending on the size of the screen.

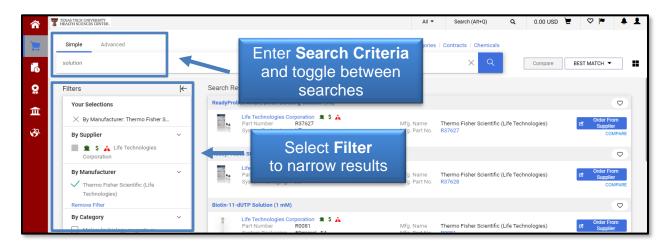


Filter and Sort Preferences

The search results page allows you to refine and filter your search results in several ways.

Use the filters to narrow search results by selecting specific suppliers, categories, a unit of measure, or any combination of options. Filters may be easily added by checking the box next to a selection or removed by unchecking the box next to a selection.

Your filter selections will display at the top of the filter list. You may select the **X** next to any of your filter selections to change that filter section as well.



If you want to hide the filters, click the hide \leftarrow button. To return the filters back to view, select the show \rightarrow button.

To organize the search results by preferences, you can sort by Best Match, Part Number, Size, Supplier, etc. Select a **sort option** from the BEST MATCH drop-down menu.

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	ide Filters	Part Number 103881-396 (EA)	Mfg. Name Bulldog Bio		(Price: High to Low
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Show all Select Multiple Filters	13	-		Qty.	1 Add To Cart 👻

Details View

From the search results, cart, or checkout page, you may open a Details View of products and vendors.

To learn more about the product vendor, select a **Vendor Name** below an item. If you want additional details about an item, click the **Item Name** to display the detailed item information.

۲ ۲	TEXAS TECH UNIVERSITY Simple Advanced Search for products, forms, etc.	Go to: Favorites Forms Quick Order	0.00 USD 👻 🌣 🏴 🌲
♀ (目	Click Vendor Name	Summus VWR * 5 Part Hornbor 76337-142 (EA) Mfg. Name MP BIOMEDICALS (FKA ICN BIOMED System Packaging 20mL, EA Mfg. Part 092030346	Compare

The Detail View for an item will list supplier, size, category, etc. Information panels in the view may be v expanded or collapsed. You may also change the number of items you want to order and add the item(s) to your cart from the Detail View.

Filters Supplier Agilent Technologies Inc. Supplier UOM EA Supplier Dissplay Supplier Size 125mL Buyer UOM EA Buyer Size 125mL Buyer UOM EA Supplier Classes Manufacturer Name Agilent Technologies Manufacturer Part Number 55420 Supplier Classes Direct Deposit Vendor Tis Supplier Category UNSPSC 12:35:23:00 Color Image URL https://www.chem.agilen.co Lead Time 2 Image URL https://www.chem.agilen.co Lead Time 2 Image URL https://www.chem.agilen.co UNSPSC 12:35:24:02 Image URL Itsp://www.chem.agilen.co Image URL https://www.chem.agilen.co Image URL Itsp://www.chem.agilen.co	2 🎮 🌲	295.87 USD 📜) Q	All 🔻 Search (Alt+Q)				TEXAS TECH UNIVERSIT
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When you choose the Vendor Name, a new window will open with the Supplier information such as a business website link, business and technical contact information, and other TechBuy contracts.

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Q	Filters By Supplier	Agilent Technologies	Inc	Technical Contact ?					\heartsuit
€ €		Website Address	thtp://www.agilent.com Agilent Technologies Inc PO Purchase Order 2: 5301 Stevens Creek Bivd Santa Clara, California 95051-7201 United States	Name B2B Agilent Phone No. Toll-Free Phone No. Fax No.	-	Supplie C	r Infor Displays		D RE
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	By Manufactu	Phone No.	+1 800-235-5763						♡

Adding Items to Favorites

Items may be saved to your favorites by selecting the \heartsuit icon next to the Item Name.

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Â	By Supplier	~	Summus VWR M * \$ 00 Part Number 76337-142 (EA) M System Packaging 20mL, EA	Fa	ivorite ic	:on			295.87		1
3 9	f S M Possible Missions				92030346		Qty.	A	Add To Cart		

The **Item Nickname** and **Quantity** will automatically default into the required fields but may be changed. A **Description** may be added, if desired.

A **Personal** or **Shared Folder** is required to save a Favorite Item. You may need to create a new folder if one is not available. Once all information is entered, select **Save Changes**.

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	III 1 Summus VWR	Description				♡ 750.16 USD 🛷
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	ELO Touch Solutions	★ Required	Save Ch	anges	Save Ch	anges

Favorites will now be more clearly identifiable on a search. A♥ icon will indicate the item has been saved to your favorites.

1	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.					All 👻	Search (Alt+Q)	Q	0.00 USD	Æ	Q	≈	
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	Missions	R				NO.			Qty. 1	ļ	dd To C		PARE

Compare and Add Products to the Cart

TechBuy provides the ability to compare multiple items. When no items have been selected for comparison, the compare button will be grayed out. Select compare located within an item to add to the Compare list. The number of items added for comparison will appear within the button. You may select multiple products from numerous pages, but only a maximum of four items may be compared at one time.

A COMPARE X indicates an item has been added to the Compare list. Click COMPARE X to remove the item from the list.

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	Simple Advanced	Go to: Favorites Forms Quick Order Browse: Suppliers Cate	gories Contracts Chemicals	2 Compare BEST MATCH ▼
©: (∃ %)	Filters (+ By Supplier ~ S S OF HOSSIBLE Missions	Summus VWR D * 5 Part Number 7633 System Packaging 20mt COMPAR	Click EX to remove	295.87 USD 🔗 Check Availability Qty: 1 Add To Cart 💌 COMPARE X
v	Show all Select Multiple Filters [5]	System Packaging 20mL, EA	Name MP BIOMEDICALS (FKA ICN BIOMED	295.87 USD Check Availability Qty. 1 Add To Cart COMPARE
	By Manufacturer ~ Santa Cruz Biotechnology Carolina Biological Supply Company ELO Touch Solutions Alpha Teknova Inc	Summus VWR EI # \$ 00 Part Number 76337-144 (EA) Mfg System Packaging 60mL EA	MPARE to add A Name BIOMEDICALS (FKA ICN BIOMED 0920303M2	Check Availability Qty. 1 Add To Cart COMPARE X

Hover over the <u>example</u> button for a quick review of your comparison list. You may edit the list by deleting an item or removing all items for comparison.

Once two or more items are selected to compare, click the button and then the <u>COMPARE 2 ITEMS</u> link to generate a comparison.

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<u>o</u>	Filters	⊬	pZerve [~] Cryopreservation Solu	tion, MP Biomedicals - 092030346, 20 ml, Cryopreservat	ion solution	×	
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	Government Solutions Inc		CellCover Biomolecule Sta	Compare 2 Items			•

The comparison screen will provide details about the selected items for your review.

Click in the empty box above the item(s) to change to a check mark which will reveal available actions for the selected item(s) such as **Add to Active Cart**, **Add to Favorites** or **Remove**.

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By M.	Product Details	DZErve [~] Cryopreservation Solution, MP Biomedicals - 092030346, 20 ml, Cryopreservation solution	DZerve [~] Cryopreservation Solution, 0920303M2, 60 ml, Cryopreservatio	
C E	Catalog No.	76337-142 (EA)	76337-144 (EA)	Check Availability
	Price	295.87 USD 🤗	750.16 USD 🤗	To Cart 🛩

When item(s) are added to a cart from the comparison section, a pop-up message will indicate the item(s) have been put in your cart, and provide page links to go directly to **View Cart** or **Checkout**.

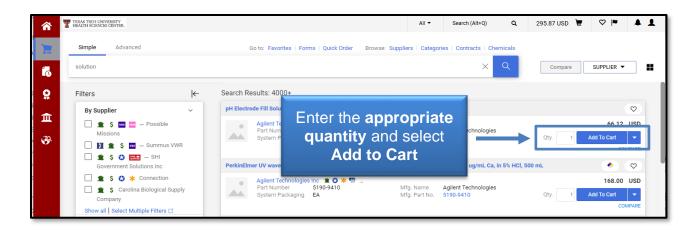
If you decide to return to the search results, select the **X** button in the top right corner to close the comparison screen.

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	Compare 2 Items		Click X to close		\rightarrow ×	
5	solution		comparison	 SUCCESS 1 item has been a 	added to your cart	View Cart Checkout
e E	Filters By St.	✓ ×	Click	/iew Cart		•
3 9	Add to Cart	1 Add To Cert		heckout		Order From Supplier COMPARE

Add Products to Cart

You can continue to search and add additional products by utilizing Search. However, do not add items from different vendors to the same cart. You should create a new cart for each vendor.

To add items from the search results page, locate the product you would like to order, and enter the **appropriate quantity**. Select **Add to Cart**.



Punch-out Vendors

Many suppliers provide access to their websites through TechBuy. These suppliers are termed punch-out vendors. When shopping from punch-out vendors, TechBuy redirects you to the vendor's website. The user is automatically authenticated to the supplier, and the supplier's website recognizes the user's organization to show the appropriate products and pricing. After shopping from the supplier's website, the items will be pulled into a TechBuy cart for completion within TechBuy.

Punch-out vendors are shown with icons (typically company logos). They can be found on the TechBuy Shopping home page under Showcases.

To shop from a punch-out vendor, select a **Punch-out Vendor** icon.

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1	Shop • Shopping Home Page						
6	Showcases						
<u>.</u>	TTUHSC General Services Offerings						>
血	Office Supplies/Janitorial Supplies						~
3 9	STAPLES HSC/ HSCEP Punchout						

The browser will redirect you to the supplier's website. The supplier's website will be framed within TechBuy.

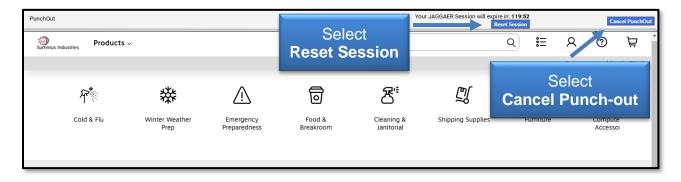
<u>Note</u>: It is important to note that the functionality and usability of punch-out shopping varies between suppliers. These instructions will walk you through the TechBuy side of punch-out shopping, but will not instruct you on shopping each supplier's website.

Use the available resources within a supplier's site to find the desired products. When you have added all desired products, check out of the punch-out site. An order is **not**

being placed with the supplier when checking out of their punch-out site. The purchasing process continues once the items are returned to the TechBuy cart.

We recommend having only one vendor per cart. Multiple vendors in a single cart can lead to delays in order processing and, in some cases, order failures. Once your cart is complete, refer to the Editing the Cart document about this procedure.

By default, punch-out sessions last two hours before expiring, but select the **Reset Session** button to extend the time. At any time during the session, you also may exit the session by selecting the **Cancel Punch-out** button at the top of the screen.



For questions, please contact Procurement Services at purchasing@ttuhsc.edu.