
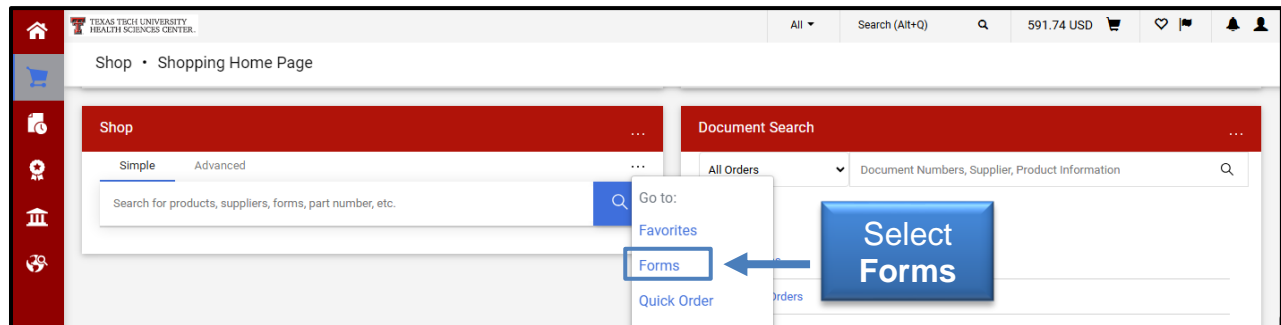




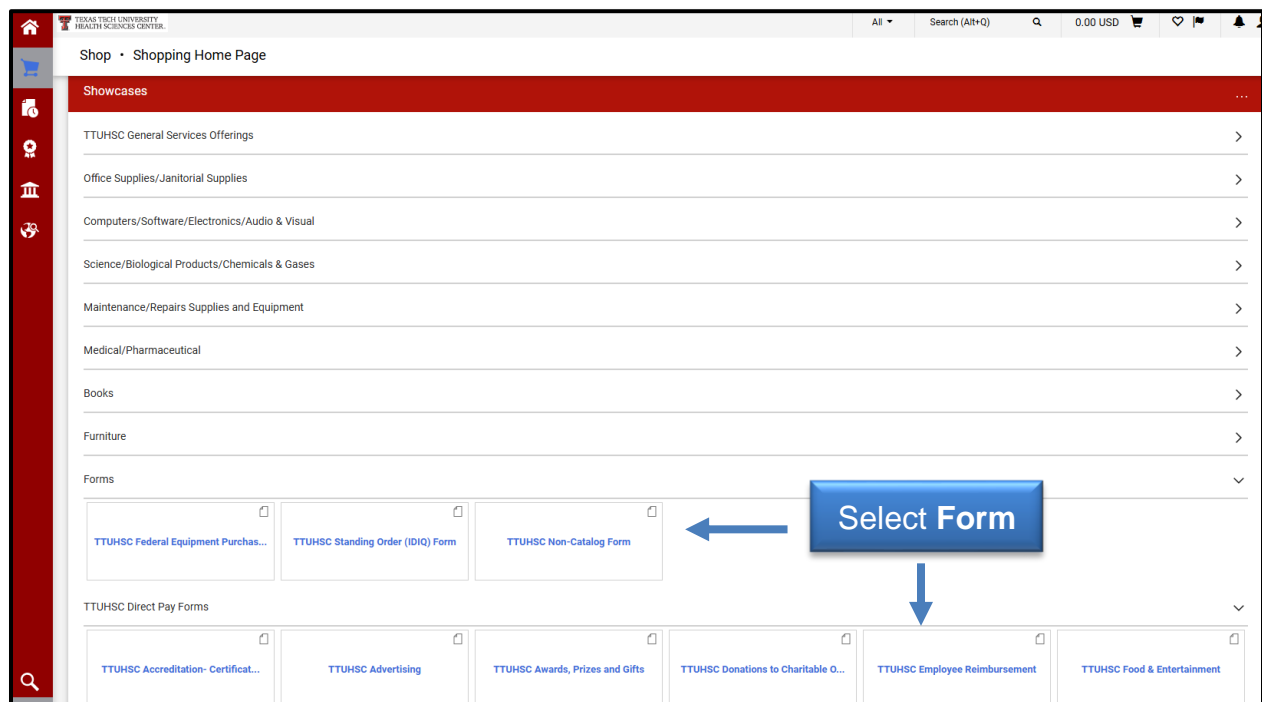
TechBuy – Adding Non-Catalog Items to a Cart (Forms)

Four forms in TechBuy are used to purchase items that do not currently have contract pricing (commonly referred to as non-catalog items). The proper use of each form is explained in this document. It is important to select the correct form. If you have any questions, contact purchasing@ttuhsc.edu.

Forms are found on the TechBuy Shopping Home page in the Shop Search section. Click the **Go to:**  drop-down menu and select **Forms**.

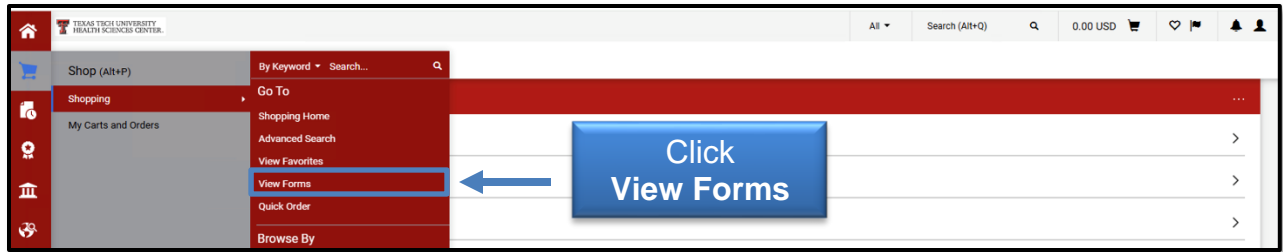


Forms can also be accessed from the home page in the **Showcases** section below the suppliers.

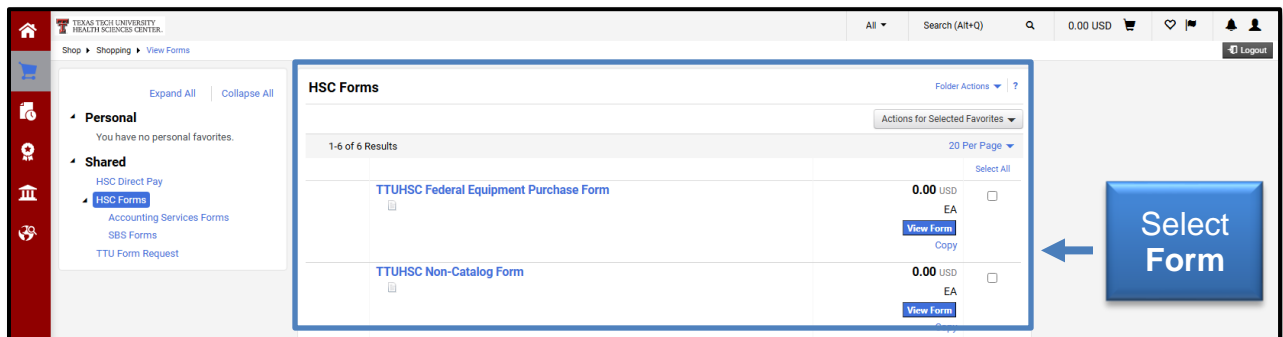


Another way to easily search for Forms is by navigating to the **Shop** icon and clicking **View Forms**.

TechBuy – Adding Non-Catalog Items to a Cart (Forms)



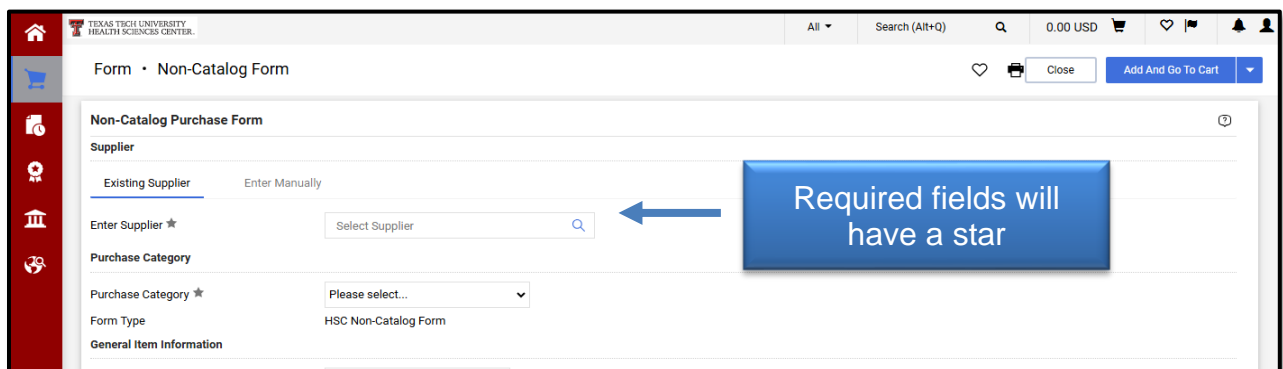
A list of HSC Forms will appear. Use the Shared folder on the left side to select other departmental folders.



HSC Non-Catalog Form

The HSC Non-Catalog Form is used to purchase products and services that do not fall under the defined purpose for the Standing Order form, Employee Expense Reimbursement form, or the Federal Equipment Purchase Order Form. The form is typically used for products or services with a fixed price. Non-Catalog form orders will be encumbered in Banner with a document prefix beginning with P (PXXXXXXX). This number will feed back into TechBuy and replace the temporarily assigned TechBuy TB (TBXXXXXX) number.

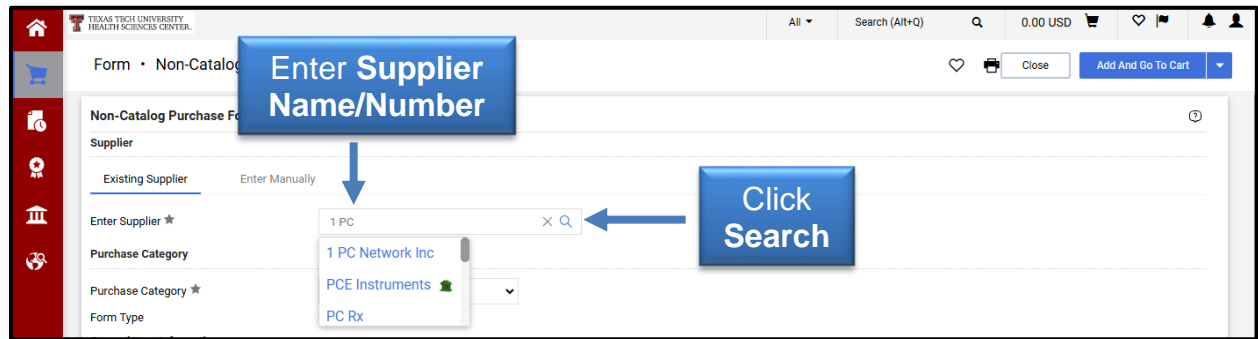
Required fields will have a ★ star. The following section will walk through the form and the necessary information.



TechBuy – Adding Non-Catalog Items to a Cart (Forms)

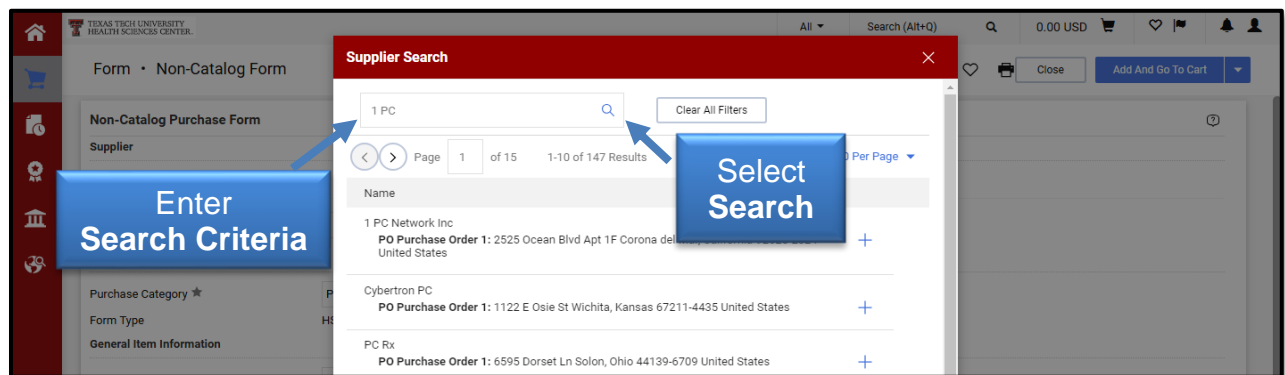
Supplier:

The Supplier field will provide a limited search feature as you type the supplier's name or the vendor number. If you can't find your supplier from the limited search feature, click the **Search** (magnifying glass) icon.



This screenshot shows the 'Non-Catalog Purchase Form' in the TechBuy system. The 'Supplier' field is highlighted with a blue box labeled 'Enter Supplier Name/Number'. Below the field, a dropdown menu is open, showing search results for '1 PC', including '1 PC Network Inc', 'PCE Instruments', and 'PC Rx'. A blue box labeled 'Click Search' points to the magnifying glass icon in the search bar of the dropdown.

The Supplier Search window will open. Type the **search criteria** for the vendor in the Supplier field (e.g. Enter 1 PC to search for 1 PC Network Inc). Select the **Search** (magnifying glass) icon.



This screenshot shows the 'Supplier Search' window. The search criteria '1 PC' is entered in the search bar. The results list includes '1 PC Network Inc', 'Cybertron PC', and 'PC Rx', each with a 'PO Purchase Order' number and address. A blue box labeled 'Enter Search Criteria' points to the search bar, and another blue box labeled 'Select Search' points to the magnifying glass icon in the search bar.

A list with the search results meeting your criteria will appear. If you see the desired vendor, click the **Select** button next to the address. This will bring the information back into the Non-Catalog form.

Fulfillment Address:

If a vendor is selected through the Supplier Search feature, the Fulfillment Address field will populate with one of the supplier's addresses. If the supplier has multiple addresses in the system, you can view the addresses by clicking **Select Different Fulfillment Center**.

TechBuy – Adding Non-Catalog Items to a Cart (Forms)

Supplier
Supplier Summus Dell more info...
select different supplier

Fulfillment Address
PO Purchase Order 1: (preferred)
77 Sugar Creek Center Blvd Ste 420
Sugar Land, TX 77478-3688 US
select different fulfillment center

Select the **appropriate address** based on the vendor quote.

Summus Dell

PO Purchase Order 1: 77 Sugar Creek Center Blvd Ste 420 Sugar Land, TX 77478-3688 US [Select](#)

PO Purchase Order 2: Non-Catalog Orders 77 Sugar Creek Center Blvd Ste 420 Sugar Land, TX 77478-3688 US [Select](#)

PO Purchase Order 3: Hsc Special Non-Catalog Orders 77 Sugar Creek Center Blvd Ste 420 Sugar Land, TX 77478-3688 US [Select](#)

If you have an address that is not available in the system, you will need to enter the **vendor information** manually. If you do not have a specific address, use the default vendor address.

If the vendor is not listed in the Supplier Search or if the vendor does not have a purchase order address listed, click **Enter Manually** from the top tabs.

Form • Non-Catalog Form

Non-Catalog Purchase Form

Supplier
Existing Supplier Enter Manually Select Supplier

Enter Supplier ★

Purchase Category
Purchase Category ★

This will open additional fields allowing you to type the supplier information. Type in any information you have regarding the supplier.

TechBuy – Adding Non-Catalog Items to a Cart (Forms)

The screenshot shows the 'Non-Catalog Purchase Form' in the 'Form' section. The 'Supplier' section has two tabs: 'Existing Supplier' and 'Enter Manually'. The 'Enter Manually' tab is active, showing input fields for 'Supplier Name', 'DUNS No.', 'Supplier Phone', and 'Supplier Fax No.'. A blue callout box with the text 'Enter Supplier Information' and an arrow points to the 'Supplier Name' field.

Note: The address you select must be a purchase order address. If you do not see a purchase order address, you must select **Enter Manually** and enter the correct **PO address**.

Distribution:

Once a supplier is selected, the Distribution method will display. If you need the order distributed to the supplier in a different manner or to a specific representative, click the box **“Check this box to customize order distribution information”**.

The screenshot shows the 'Non-Catalog Purchase Form' with the 'Supplier' section filled out. The 'Distribution Method' section is visible, showing a list of distribution methods. A blue callout box with the text 'Click Check this box to customize order distribution information' and an arrow points to the checkbox labeled 'Check this box to customize order distribution information'.

Select the desired distribution method and enter the appropriate information.

Purchase Category:

This field is required and will drive future workflow approvals. Select the category of the purchase from the drop-down options.

Catalog No:

Enter the catalog number if known for the item. This field is not required.

Quantity:

This field is required and should be the total quantity of the item you are ordering.

Packaging:

This field is required and has two parts. The first field is the numeric amount of the packaging and the second field is the unit of measure. For ease of use, it is recommended to enter the quantity amount in the first packaging field.

Unit Price:

This field is required and should be the unit price of the item(s) you are purchasing.

Product Description and Specifications/Long Text:

The Product Description field is required but the Specifications/Long Text is not required. The Product Description field only allows 255 characters and the first 30 characters in this field will populate on the ledgers and the check remittance. The Specifications/Long Text allows for 2000 characters and should be used if you run out of characters in the Product Description field. If you are submitting specifications that will not fit in these fields, you should provide a short description with an annotation that specifications are attached. You should then attach a document of the specifications to the internal attachment field. This field is not sent to the vendor.

Shipping Information:

This field is required and you have two choices: Shipping Cost Included in Line Item and Shipping is Prepaid and Will Be Added to Invoice. This must be answered accurately based on the vendor's quote if it is not going to be competitively bid.

Prior Year PO Number:

This field is only required if the requisition is for services or products that are a continuation or renewal from a previous fiscal year.

Independent Contractor Questionnaire (ICQ) Required/Attached:

This field is required and you have two choices: Yes or No. If the requisition requires an ICQ (services being completed by an individual), **Yes** will be selected and an ICQ form will need to be attached in the internal notes. Forms with Yes selected will automatically route to Tax Compliance for approval. If an ICQ is not required, **No** will be selected.

Proprietary Purchase Justification (If Applicable):

Responses are required if the purchase is from a sole source provider. This section is required by state and federal law and university policy when the specification

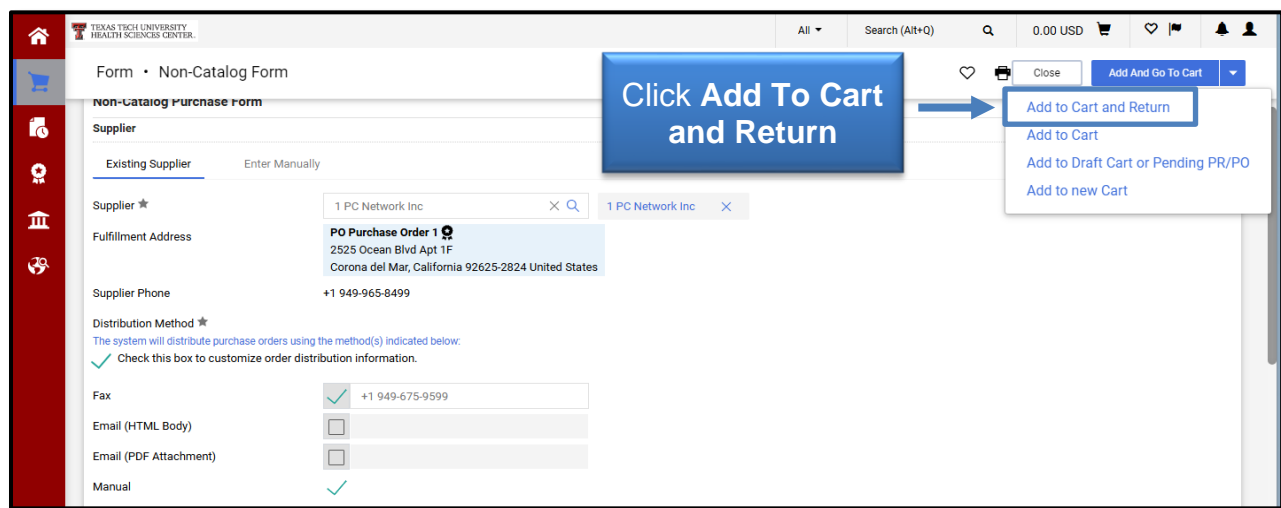
TechBuy – Adding Non-Catalog Items to a Cart (Forms)

requirement limits consideration to one manufacturer, one product, or one service provider and the amount of the purchases exceeds \$15,000. Review HSC OP 72.02, Guidelines for Proprietary Purchase, for procedures concerning proprietary sole source justification.

Additional Information:

Use this box to provide the purchaser or vendor with any additional information you feel would be helpful.

To add additional items to your cart for this vendor select **Add to Cart and Return** from the Available Actions drop-down menu.



When you have completed the form, select **Add and Go to Cart** from the Available Actions list and select **Go** at the top right corner of the screen. This will place the document and the information into the requisition form.

Do not add additional forms for different vendors to the cart.

HSC Federal Equipment Form

The HSC Federal Equipment Form is required when purchasing capital equipment on federally sponsored projects as outlined in HSC OP 72.04, specifically any purchase over \$5,000 on a federal grant fund (first two characters in fund are 21). This information will automatically route to the Sponsored Programs folder for approval. The HSC Federal Equipment form orders will encumber in Banner with a document prefix beginning with P (PXXXXXXX). This number will feed back into TechBuy and replace the temporarily assigned TechBuy TB (TBXXXXXX) number.

TechBuy – Adding Non-Catalog Items to a Cart (Forms)

This form is similar to the Non-Catalog form. The following section will walk through the form and necessary information.

The screenshot shows the 'Federal Equipment Purchase Form' interface. At the top, there's a title bar with 'Federal Equipment Purchase Form' and 'Available Actions: Add and go to Cart' with 'Go' and 'Close' buttons. Below this is a section titled 'Federal Equipment Purchase Information'. The form is divided into several sections: 'Supplier' with a text input field and links for 'Supplier Search' and 'Enter Manually'; 'Purchase Category' with a dropdown menu; 'General Item Information' with fields for 'Catalog No.', 'Quantity' (set to 1), 'Packaging (UOM)' (set to EA - Each), and 'Unit Price'; 'Product Description' with a large text area (30 characters remaining) and a link to 'expand | clear'; 'Specifications/Long Description' with another large text area (2000 characters remaining) and a link to 'expand | clear'; 'Shipping Information' with radio buttons for 'Shipping Cost Included in Line Item Cost' and 'Shipping Prepaid and Added to Invoice'; and 'Other Information' with fields for 'Prior PO Number', 'Principle Investigator', 'Grant Account Number', and 'Grant Account Expiration Date' (with a date picker). A blue callout box with the text 'Enter the necessary information in the form' is overlaid on the 'Specifications/Long Description' section.

Supplier:

The Supplier field will provide a limited search feature as you type the supplier name or the vendor number. If you cannot locate your supplier from the limited search feature, select the **Supplier Search** option below the Supplier field.

The Supplier Search window will open.

The screenshot shows the 'Supplier Search' window. It has a title bar with 'Supplier Search'. Below the title bar is a text input field labeled 'Supplier' and a search button with a magnifying glass icon.

TechBuy – Adding Non-Catalog Items to a Cart (Forms)

Type the **search criteria** for the vendor in the Supplier field. (Example: Enter 1 PC to search for 1 PC Network Inc). Select the **Search** (Magnifying Glass) button.

Supplier Search

Supplier: 1 PC

Results Per Page: 20

Suppliers found: 1

Page 1 of 1

Supplier Name/Address	Select
1 PC Network Inc PO Purchase Order 1: 2525 Ocean Blvd Apt 1f Corona Del Mar, CA 92625-2824 US	Select

A list with the search results meeting your criteria will appear. If you see the desired vendor, click the red **Select** button next to the address. This will bring the information back into the form.

Fulfillment Address:

If a vendor is selected through the Supplier Search feature, the Fulfillment Address field will populate with one of the supplier's addresses. If the supplier has multiple addresses in the system, you can view the addresses by selecting **Select Different Fulfillment Center**.

Supplier: Summus Dell

Fulfillment Address: PO Purchase Order 1: (preferred) 77 Sugar Creek Center Blvd Ste 420 Sugar Land, TX 77478-3688 US

Click Select Different Fulfillment Center

select different fulfillment center

Select the **appropriate address** based on the vendor quote.

Summus Dell

PO Purchase Order 1: 77 Sugar Creek Center Blvd Ste 420 Sugar Land, TX 77478-3688 US

PO Purchase Order 2: Non-Catalog Orders 77 Sugar Creek Center Blvd Ste 420 Sugar Land, TX 77478-3688 US

PO Purchase Order 3: Hsc Special Non-Catalog Orders 77 Sugar Creek Center Blvd Ste 420 Sugar Land, TX 77478-3688 US

If you have an address that is not available in the system, you will need to enter the **vendor information** manually. If you do not have a specific address, use the defaulted vendor address.

TechBuy – Adding Non-Catalog Items to a Cart (Forms)

If the vendor is not listed in the supplier search or if the vendor does not have a purchase order address listed, select **Enter Manually** below the Supplier field.

The screenshot shows the 'Federal Equipment Purchase Form' with the 'Federal Equipment Purchase Information' section. Under the 'Supplier' heading, there is a text input field for 'Enter Supplier'. Below this field, the text 'or Supplier Search' is followed by a button labeled 'Enter Manually'. A blue arrow points from a larger blue button labeled 'Select Enter Manually' to the 'Enter Manually' button. The top right of the form has 'Available Actions: Add and go to Cart' with 'Go' and 'Close' buttons.

This will open additional fields allowing you to type the supplier information. Fill in any information you have regarding the supplier.

The screenshot shows the 'Federal Equipment Purchase Form' with the 'Federal Equipment Purchase Information' section. Under the 'Supplier' heading, there are several input fields: 'Supplier Name', 'DUNS No.', 'Supplier Phone' (with sub-fields for Country, Area, Phone, Ext), 'Supplier Fax No.' (with sub-fields for Country, Area, Phone), and 'Supplier Email'. A blue arrow points from a larger blue button labeled 'Enter Supplier Information' to the 'Supplier Name' field. At the bottom of the form, there is a link that says 'cancel manual entry'. The top right of the form has 'Available Actions: Add and go to Cart' with 'Go' and 'Close' buttons.

Note: The address you select must be a purchase order address. If you do not see a purchase order address, you must select **Enter Manually** and enter the correct **PO address**.

Distribution:

Once a supplier is selected, the distribution method will display. If you need the order distributed to the supplier in a different manner or to a specific representative, select the **Check this box to customize order distribution information**.

The screenshot shows the 'Federal Equipment Purchase Form' with the 'Federal Equipment Purchase Information' section. Under the 'Supplier' heading, the supplier is listed as '1 PC Network Inc' with a link 'more info...' and 'select different supplier'. Under the 'Fulfillment Address' heading, the address is listed as 'PO Purchase Order 1: (preferred)', '2525 Ocean Blvd Apt 1f', 'Corona Del Mar, CA 92625-2824 US', and '+1 949-965-8499'. Under the 'Distribution' heading, there is a checkbox labeled 'Check this box to customize order distribution information.' which is checked. A blue arrow points from a larger blue button labeled 'Select Check this box to customize order distribution information' to this checkbox. Below the checkbox, there are three radio buttons: 'Fax' (checked), 'Email (HTML Body)', and 'Manual'. The top right of the form has 'Available Actions: Add and go to Cart' with 'Go' and 'Close' buttons.

TechBuy – Adding Non-Catalog Items to a Cart (Forms)

Select the desired distribution method and enter the appropriate information.

Purchase Category:

This field is required and will drive future workflow approvals. Select the category of the purchase from the drop-down options.

Catalog No:

Enter the catalog number if known for the item. This field is not required.

Quantity:

This field is required and should be the total quantity of the item you are ordering.

Packaging:

This field is required and has two parts. The first field is the numeric amount of the packaging and the second field is the unit of measure. For ease of use, it is recommended to enter the quantity amount in the first packaging field.

Unit Price:

This field is required and should be the unit price of the item(s) you are purchasing.

Product Description:

This field is required and allows for 2000 characters. The first 30 characters in this field will populate on the ledgers and the check remittance. If you are submitting specifications that will not fit in this field, you should provide a short description with an annotation that specifications are attached. You should then attach a document of the specifications to the internal attachment field.

Shipping Information:

This field is required and you have two choices: Shipping Cost Included in Line Item and Shipping is Prepaid and Will Be Added to Invoice. This must be answered accurately based on the vendor's quote.

Prior Year PO Number:

This field is only required if the requisition is for services or products that are a continuation or renewal from a previous fiscal year.

TechBuy – Adding Non-Catalog Items to a Cart (Forms)

Principal Investigator:

This field is required and you should enter the name of the Principal Investigator.

Grant Account Number:

This field is required. Enter the Grant that will be used to fund the purchase.

Grant Account Expiration Date:

This field is required. Enter the expiration date for the grant in mm/dd/yyyy format.

Research Project Name:

This field is required. Enter the research project name.

Authority to Procure Equipment in Final 60 Days of Grant:

This field is only required if the purchase is within 60 days of the grant expiration date. If there are more than 60 days remaining before the grant expires, this field is not required.

Ownership:

This is a required field. Select one of the following options:

- Federal
- Private
- State/ Other Agency
- TTU/HSC

Grant does not specifically authorize purchase of equipment:

Provide documentation if a grant does not specifically authorize the purchase of federal equipment.

Authorization:

Mark the appropriate field: the Grant authorizes the purchase of equipment, or the Grant authorizes the fabrication of equipment.

Additional Information / Comments:

Enter any general information or additional comments that may be useful to the approval process.

TechBuy – Adding Non-Catalog Items to a Cart (Forms)

Proprietary Purchase Justification (If Applicable):

Responses are required if the purchase is from a sole source provider. This section is required by state and federal law and university policy when the specification requirement limits consideration to one manufacturer, one product, or one service provider and the amount of the purchases exceeds \$15,000. Review HSC OP 72.02, Guidelines for Proprietary Purchase, for procedures concerning proprietary sole source justification.

Additional Information:

Use this box to provide the purchaser or vendor with any additional information you feel would be helpful. When you have completed the form, select **Add and go to Cart** from the Available Actions list and select **Go** at the top right corner of the screen. This will place the document and the information into the requisition form.

Do not add additional forms for different vendors to the requisition form.

HSC Standing (IDIQ) Order

This form is to establish a single purchase order for items or services that will be ordering indefinite delivery or indefinite quantity (IDIQ). TechBuy will assign a document prefix beginning with TB. It will be fed to Banner as a PO and the TB number will be replaced within TechBuy.

The following section will walk through the form and the necessary information.

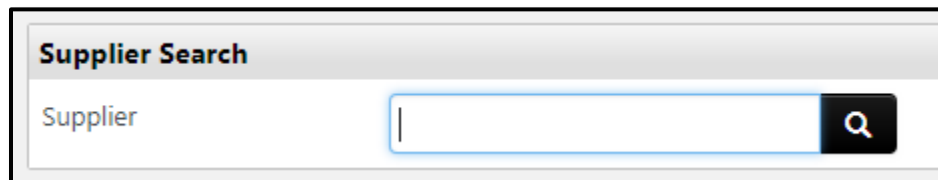
The screenshot displays the 'TTUHSC Standing Order (IDIQ) Form' interface. At the top, the title 'TTUHSC Standing Order (IDIQ) Form' is centered, with a 'Go' button and a 'Close' link on the right. Below the title, the form is divided into two main sections: 'Instructions' on the left and the 'Form' on the right. The 'Instructions' section includes a 'Guide to using the standing order form' and 'Ordering and Invoice Instructions'. The 'Form' section contains several input fields and sections: 'Enter Supplier' with a text box and a 'Supplier Search | Enter Manually' link; 'Purchase Category' with a dropdown menu; 'General Item Information' with fields for 'Catalog No.', 'Quantity', 'Packaging (UOM)' (set to 'EA - Each'), and 'Unit Price'; 'Product Description' with a large text area (254 characters remaining); 'Ordering and Invoicing Instructions'; and 'Shipping Information' with two radio button options: 'Shipping Cost Included in Line Item' and 'Shipping is Prepaid and Will Be Added to Invoice'.

TechBuy – Adding Non-Catalog Items to a Cart (Forms)

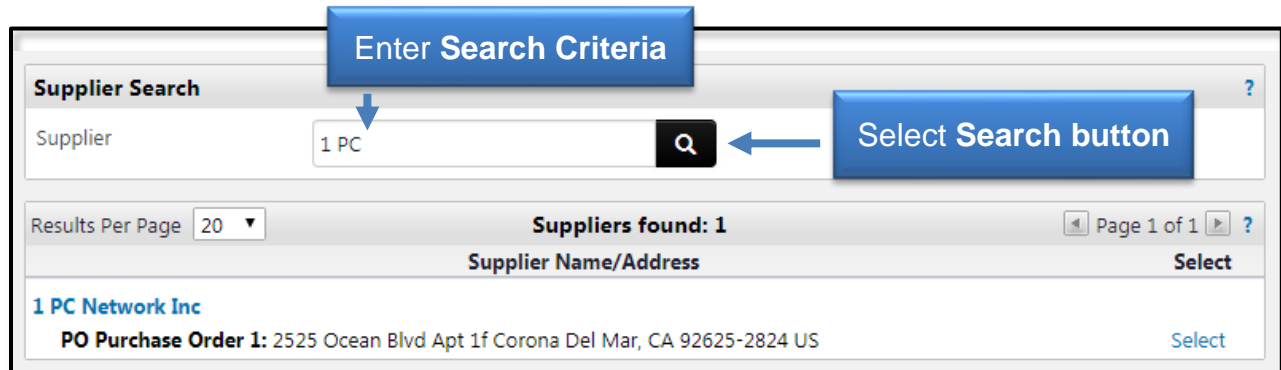
Supplier:

The Supplier field will provide a limited search feature as you type the supplier name or the vendor number. If you cannot locate your supplier from the limited search feature, select the **Supplier Search** option below the Supplier field.

The Supplier Search window will open.

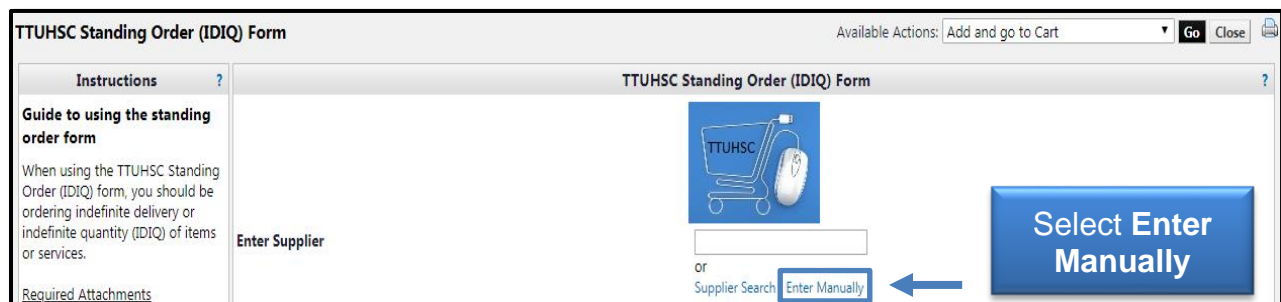
A screenshot of the 'Supplier Search' form. It features a title bar 'Supplier Search' and a text input field labeled 'Supplier' with a magnifying glass icon to its right.

Type the **search criteria** for the Vendor in the Supplier field. (Example: Enter 1 PC to search for 1 PC Network Inc). Select the **Search** (Magnifying glass) button.

A screenshot of the 'Supplier Search' results page. A blue box labeled 'Enter Search Criteria' points to the 'Supplier' field which contains '1 PC'. Another blue box labeled 'Select Search button' points to the magnifying glass icon. Below the search bar, it shows 'Results Per Page' set to 20, 'Suppliers found: 1', and 'Page 1 of 1'. A table lists the results with columns 'Supplier Name/Address' and 'Select'. The first entry is '1 PC Network Inc' with address 'PO Purchase Order 1: 2525 Ocean Blvd Apt 1f Corona Del Mar, CA 92625-2824 US' and a 'Select' button.

A list with the search results meeting your criteria will appear. If you see the desired vendor, click the **Select** button next to the address. This will bring the information back into the form.

If the vendor is not listed in the Supplier Search or if the vendor does not have a purchase order address listed, select **Enter Manually** below the Supplier field.

A screenshot of the 'TTUHSC Standing Order (IDIQ) Form'. The left sidebar contains 'Instructions' and 'Required Attachments'. The main area has a title bar 'TTUHSC Standing Order (IDIQ) Form' and a text input field labeled 'Enter Supplier'. Below this field are two options: 'or Supplier Search' and 'Enter Manually'. A blue box labeled 'Select Enter Manually' points to the 'Enter Manually' button. The top right corner shows 'Available Actions: Add and go to Cart' with 'Go' and 'Close' buttons.

TechBuy – Adding Non-Catalog Items to a Cart (Forms)

This will open additional fields allowing you to type the supplier information. Type in any information you have regarding the supplier.

TTUHSC Standing Order (IDIQ) Form

Available Actions: Add and go to Cart Go Close

Instructions ?

Guide to using the standing order form

When using the TTUHSC Standing Order (IDIQ) form, you should be ordering indefinite delivery or indefinite quantity (IDIQ) of items or services.

[Required Attachments](#)
> Quote

Supplier Name

DUNS No.

Supplier Phone

(Country, Area, Phone, Ext)

Supplier Fax No.

(Country, Area, Phone)

Supplier Email

cancel manual entry

Enter Supplier Information

Note: The address you select must be a purchase order address. If you do not see a purchase order address, you must select **Enter Manually** and enter the correct **PO address**.

Fulfillment Address:

If a vendor is selected through the Supplier Search feature, the Fulfillment Address field will populate with one of the supplier's addresses. If the supplier has multiple addresses in the system, you can view the addresses by clicking **Select Different Fulfillment Center**.

Supplier

Summus Dell more info...

[select different supplier](#)

Fulfillment Address

Click Select Different Fulfillment Center

[select different fulfillment center](#)

PO Purchase Order 1: (preferred)
77 Sugar Creek Center Blvd Ste 420
Sugar Land, TX 77478-3688 US

Select the **appropriate address** based on the vendor quote.

Summus Dell

PO Purchase Order 1: 77 Sugar Creek Center Blvd Ste 420 Sugar Land, TX 77478-3688 US [Select](#)

PO Purchase Order 2: Non-Catalog Orders 77 Sugar Creek Center Blvd Ste 420 Sugar Land, TX 77478-3688 US [Select](#)

PO Purchase Order 3: Hsc Special Non-Catalog Orders 77 Sugar Creek Center Blvd Ste 420 Sugar Land, TX 77478-3688 US [Select](#)

If you have an address that is not available in the system, you will need to enter the **vendor information** manually. If you do not have a specific address, use the defaulted vendor address.

TechBuy – Adding Non-Catalog Items to a Cart (Forms)

Distribution:

Once a supplier is selected, the Distribution method will display. If you need the order distributed to the supplier in a different manner or to a specific representative, select the **Check this box to customize order distribution information.**

The screenshot displays the 'TTUHSC Standing Order (IDIQ) Form' interface. On the left, a sidebar contains 'Instructions' and 'Required Attachments' (with a link to '> Quote'). The main content area is titled 'TTUHSC Standing Order (IDIQ) Form' and includes a 'Supplier' section for '1 PC Network Inc.' with a 'select different supplier' link. Below this is the 'Fulfillment Address' and 'Supplier Phone'. The 'Distribution' section is highlighted, showing a message: 'The customer will distribute purchase orders using the method(s) indicated below:'. A checkbox labeled 'Check this box to customize order distribution information.' is checked and highlighted with a blue box and an arrow. To the right of this checkbox are three unchecked checkboxes: 'Fax', 'Email (HTML Body)', and 'Manual'. Below these is the 'Purchase Category' section with a 'Please select...' dropdown menu. A large blue callout box on the right contains the text 'Select Check this box to customize order distribution information' with an arrow pointing to the checked checkbox. The top right of the form shows 'Available Actions: Add and go to Cart' with 'Go' and 'Close' buttons.

Select the desired distribution method and the appropriate information.

Purchase Category:

This field is required and will drive future workflow approvals. Select the category of the purchase from the drop-down options.

Catalog No:

Enter the catalog number if known for the item. This field is not required.

Quantity:

This field is required and should be the total quantity of the item you are ordering.

Packaging:

This field is required and has two parts. The first field is the numeric amount of the packaging and the second field is the unit of measure. For ease of use, it is recommended to enter the quantity amount in the first packaging field.

Unit Price:

This field is required and should be the unit price of the item(s) you are purchasing.

Product Description:

This field is required and allows for 2000 characters. The first 30 characters in this field will populate on the ledgers and the check remittance. If you are submitting specifications that will not fit in this field, you should provide a short description with an annotation that specifications are attached. You should then attach a document of the specifications to the internal attachment field.

Ordering and Invoicing Instructions:

This field is required and allows for 2000 characters. Provide a very descriptive explanation on how you will place orders and how you will be invoiced. This section is to verify that a standing order is needed. If this is a one-time purchase the requisition will be returned to process on the correct form.

Shipping Information:

This field is required and you have two choices: Shipping Cost Included in Line Item and Shipping is Prepaid and Will Be Added to Invoice. This must be answered accurately based on the vendor's quote.

Prior Year PO Number:

This field is required if the requisition is for services or products that are a continuation or renewal from a previous fiscal year.

Proprietary Purchase Justification (If Applicable):

Responses are required if the purchase is from a sole source provider. This section is required by state and federal law and university policy when the specification requirement limits consideration to one manufacturer, one product, or one service provider and the amount of the purchases exceeds \$15,000. Review HSC OP 72.02, Guidelines for Proprietary Purchase, for procedures concerning proprietary sole source justification.

Additional Information:

Use this box to provide the purchaser or vendor with any additional information you feel would be helpful.

To add additional items to your cart for this vendor select **Add to Cart and Return** from the Available Actions drop down menu.

TechBuy – Adding Non-Catalog Items to a Cart (Forms)

The screenshot shows the 'TTUHSC Standing Order (IDIQ) Form' interface. On the left is an 'Instructions' sidebar. The main form area contains fields for 'Supplier', 'Fulfillment Address', 'Supplier Phone', 'Distribution' (with checkboxes for Fax, Email, and Manual), and 'Purchase Category'. A callout box with the text 'Select Add to Cart and Return' has an arrow pointing to the 'Add to Cart and Return' button in the 'Available Actions' dropdown menu at the top right of the form.

When you have completed the form, select **Add and go to Cart** from the Available Actions list and select **Go** at the top right corner of the screen. This will place the document and the information into the requisition form.

Do not add additional forms for different vendors to the requisition form.

HSC Employee Reimbursement

Use the HSC Direct Pay Form – TTUHSC Employee Reimbursement. For questions or comments, contact Accounts Payable at Accounts.Payable@ttuhsc.edu.