

Finance Systems Management

Once you have edited and reviewed your cart, it is ready for completion. Select either **Submit Req** or **Assign Cart**. Submitting the requisition begins the PR workflow processes. These workflow steps are discussed in the TechBuy Basics document. If you assign the cart, you are relinquishing your ability to submit. The user who receives the assigned cart will need to submit the requisition.

^	TISAS TICH UNIVERSITY IBACTH SCIENCES GENTER.		All 🔻	Search (Alt+Q) Q 15.76 USD 😾 🌣 峰 🛓
1	Requisition • 4260767			💿 🖶 🕐 Assign Cart Submit Req
6	Summary Taxes/S&H PO Preview Comments	Attachments History		•
8	General 🖉 ···	Shipping 🎤 …	Billing 🖍 ···	Summany
血	Cart Name 2025-04-03 CLE439 01	Ship To	Bill To	Select Submit Reg
	Description no value	Contact Name Hayden Vest Phone +1 806-743-2225	TTUHSC Payables Box 5970	or Accian Cart
_	Priority Normal	Email Hayden.Vest⊚ttuhsc.edu Tx Tech Linix HSC	Lubbock, TX 79408	or Assign Cart
3	Prepared by Hayden Vest	3601 4TH ST		Shinoing 0.00
3	Prepared for Hayden Vest	LUBBOCK, TX 79430	Billing Options	Handling 0.00
-		United States	Accounting Date 4/14/2025	15.76

Submitting the Requisition

Once your cart is complete and accurate, select Submit Req.

*	Requisition • 42	60767					All 🔻	Search (Alt+Q) Q	15.76 USD 👻 ♥ 🗳 🔺 👤 Assign Cart Submit Req
6	Summary Ta	oxes/S&H PO Preview	Comments	Attachments History					
8	General		1	Shipping	1	Billing	/ ~	Summary	*
血	Cart Name	2025-04-03 CLE439 01		Ship To		Bill To		Total (15.76 USD	Select
48	Description	no value		Contact Name Hayden Vest Phone +1 806-743-2225		TTUHSC Payables Box 5970		Shipping, Handlin each supplier. The	Submit Reg
<i>3</i> 9.	Priority	Normal		Email Hayden.Vest@ttuhsc.edu Tx Tech Univ HSC		Lubbock, TX 79408 United States		Subtotal	ousintroq
	Prepared by	Hayden Vest		3601 41H ST Rm/STOP		Billing Options		Shipping	0.00
*	Prepared for Principal Investigator	no value		United States		Accounting Date 4/14/2025		Handling	15.76
հե				Summus Henry Schola Account Code		Purchase Order no value			

You will receive a message that your requisition has been submitted.

Requisition 4	260767 Submitted	
Summary		Options
Requisition number	4260767	□ Print
Requisition status	Pending	Recent orders
Cart name	2025-04-03 CLE439 01	Return to your home page
Requisition date	4/14/2025	
Requisition total	15.76 USD	
Number of line items	2	

Make note of the requisition number. We suggest using the requisition number when searching History.

TTUHSC Finance Systems Management

Assigning the Cart

A user may choose to assign their cart to another individual for review and/or submission. Prior to assigning the cart, verify the assignee has Banner fund authority for the fund(s) used on the order. Select **Assign Cart.**

â	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER						All •	Search (Alt	+Q) Q	15.76 USD 🗑	♡ № ▲ 1
E	Requisition •	4260767					Select	۲	e ()	. Assign Cart	Submit Req
6	Summary	Taxes/S&H PO Preview	Comments	Attachments History			Assign Cart				
9	General		1	Shipping	* ···	Billing	· · · · · ·	Summa	ry	Draft	\rightarrow
血	Cart Name	2025-04-03 CLE439 01		Ship To		Bill To		Total (1	5.76 USD)	Diets	~
	Description	no value		Contact Name Hayden Vest		TTUHSC Payal	oles	Shippin	g, Handling, and Tax	charges are calculated	and charged by

The Assign Cart: User Search window will appear. Select Search.

	HEALTH SCIENCES CENTER.		All • Search (All+Q)	4 13.01 USL	
	Shopping Cart • 4298841	Assign Cart: User Search	×	Assign Cart	Proceed To Checkout
	Simple Advanced	Assign Cart To:	Select	··· Summary	<u></u>
õ	Search for products, suppliers, forms, part number, et		Search	Details	Ý
<u>ش</u>	1 Item		ect All	 Shannon Mye 	ers
.20	Possible Missions · 1 Item · 13.81 USD			Name	

The User Search provides a way to look for a desired Assignee by first and last name, email, business unit name, department, position and role. Enter the **search criteria**, then click **Search**.

î î î	HEALTH SCIENCES CENTER.		
1	Shopping Cart • 4298841	User Search	🗙 📑 Assign Cart Proceed To Checkout
6	Simple Advanced	Last Name 🛡	I Summary →
<u>Q</u>	Search for products, suppliers, forms, part number, et	First Name 🛡	Q Details ~
血	1 Item	User Name 🛡	Enter Name and
%	Possible Missions · 1 Item · 13.81 USD	Email 🔍	Search Criteria
ш. ж	SUPPLIER DETAI SUPPLIER DETAI SUPPLIER DETAIL SUPPLIER DETAIL SUPPLIER STATEMENT OF THE SUPPLIER SU	Business Unit 🛡	Texas Tech University Health Sciences Center (Health Sciences Center) Total (13.81 USD) ~
ž	Line Item	Department 🛡	Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation
		Position 🛡	purposes, budget checking, and workflow approvals. Subtotal 13.81 Shipping 000
	∧ ITEM DETAILS ♦-	Role 🛡	→ Simping 0.00 Handling 0.00
		Results Per Page	
			Search Close

Select the + to the right of the appropriate name to add as the Assignee.

User Search				×
New Search Name † Coldinon, Jason	User Name NFD729	Email jason.coldiron@ttuhsc.edu	Select + next to Appropriate Assignee	Action +

Enter a **Note To Assignee**, as required, and click the **Assign** button.

Assign Cart: User S	Search		×					
Assign Cart To:	Coldiron, Jason or SEARCH	Enter Note To Assignee						
Add to Profile								
Note To Assignee:	Please review order and submit. Thank you!							
	Click Assign	Assign	Close					

You and the Assignee will receive an email notification that your cart has been assigned.

Cart Assigned							
Requisition Summary		Options					
Requisition number	4260767	Create new draft cart					
Cart name	2025-04-03 CLE439 01	Recent orders					
Requisition total	15.76 USD	Return to your home page					
Number of line items	2						

Emails are sent at regularly scheduled intervals as a reminder about carts that have not been processed and require attention. The email reminders are based on the date the draft cart is assigned to the user. The initial email reminder will be sent three days after

the cart assignment. Repeat email reminders will be sent daily until action is taken and the cart is processed. The email provides a link for the user to access TechBuy and view the assigned cart(s).

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.							
Re: A shopping cart has been assigned to you Cart Name: 2025-04-03 CLE439 01 Cart Number: 4260767 Prepared for: Hayden Vest (Business Unit: Texas Tech University Health Sciences Center) Prepared by: Jason Coldiron							
Dear Jason Coldiron	Click link to view cart						
A shopping cart has been assigned to you by Hayden shopping cart can be accessed for review in "Draft car	in TechBuy						
https://usertest.sciquest.com/apps/Router/ViewAssigne AuthUser=3164305&ParamAction=View&CartId=4260	https://usertest.sciquest.com/apps/Router/ViewAssignedCarts? AuthUser=3164305&ParamAction=View&CartId=4260767&tmstmp=1744664016670						
If applicable, the user has submitted the following additional comments:							
Please review order and submit. Thank you!							

Once the cart has been assigned, it can be viewed from your Assigned Carts until the assignee has submitted the requisition. After the cart is submitted by the assignee, it can be viewed using Document Search.

* 🕅 🔹 o			List of assigned have not been s			Al 👻	Search (Alt+Q)	۹	0.00 USD 📜	ed Cart	d Logout	
±	Assign Substitute Filter Assigned Carts Time Cont Number		Shooping Cart Name	Cart Description	Date Created	Total 🔿	Created By		Assigned To		Action	
44 89	Normal	4260767	2025-04-03 CLE439 01		4/3/2025	15.76 USD	Hayden Vest		Jason Coldiron		View 💌	

The assigner retains the option to unassign the cart unless the assignee has submitted the order. To unassign the cart, select **Unassign** from the Action drop-down menu.

*	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER						All 🔻	Search (Alt+Q)	٩	0.00 USD	Ä	♡ k	1
	Shop > My Carts and Ord	ers 🕨 View Carts 🕨 Assigned Carts											-D Logout
	Cart Managem	ent								Create Cor	solidated (Create	e Cert
N	Draft Carts As	signed Carts											
8	Assign Substitute												
血	Filter Assigned Car	ts					S	elect					
-112	Туре 🗠	Cart Number 🗠	Shopping Cart Name 🗠	Cart Description	Date Created	Total 🗠					4	ction	
	Normal	4260767	2025-04-03 CLE439 01		4/3/2025	15.76 U	Una	assiar				View 💌	
P												View	
34.						_			_		• [Unassign	
ъ											- 1	Unassign	

The cart will open and you will again maintain control of the cart.

Returning an Assigned Cart

Occasionally, a requisitioner will have a cart assigned to them by mistake or the requisitioner may want the shopper to provide additional information or select a different account code. The requisitioner can return the cart to the shopper to allow the shopper to make any corrections to the cart or assign the cart to the appropriate person.

To return a cart to the shopper, select the **Return Cart** button.

â	TELAT TECH UNIVERSITY BRAITH SCENCES CENTER.			All 🔻	Search (Alt+Q) Q 5.89 USD 👻 🗢 🏴
1	Shopping Cart • 4179251		Coloct	•	Return Cart Assign Cart Proceed To Checkout
۲۵ 2	Simple Advanced Search for products, suppliers, forms, part number, etc.		Return Cart	۰۰۰ ۹	Summary →
血	1 item			Select All 👻	For Jason Coldiron
-125	Summus Staples + 1 Item + 5.89 USD			🗆	Name 2024-12-09 NFD729 02
-8°]≱	SUPPLIER DETAILS I S C III PO Purchase Order 1: 500 Staples Dr Apt MS30 Need to make changes? MODIFY ITEMS VIEW ITEMS Item(s) was retrieved on: 4/14/ • BIC Round Stic Xtra-Life Ballpoint Pen, Medium Point, 1.0mm, Black Ink; 60/Pack (GSM60	09R 12025 4:01:49 PM 19-BLK)			Total (5.89 USD)
Ŭ	Line Item Ca	atalog No. Size/Packaging	Unit Price Quantity Ext. Price		each supplier. The values shown here are for estimation purposes,
цт ЦТ	1 BIC Round Stic Xtra-Life Ballpoint Per, Medium Point, 1.0mm, 44 Black Ink, 60/Pack (0SM60P-BLK)	42901 PK	5.89 I PK 5.89	🗆	budget checking, and workflow approvals. Subtotal 5.89 Shipping 0.00 Handling 0.00
- 2 -	∧ ITEM DETAILS				0.07

You will be presented with a Return Cart window that will allow you to enter a reason why the cart is being returned and then select **Return**.

Return Cart		Enter	×					
Return Cart To:	Jason Coldiron	Reason						
Note:	Note: Please add additional items to the cart.							
	960 characters remain	ing	expand clear					
	Select Return	Return	Cancel					

You will receive a message that the cart has been returned.

⊘ Congratulations! Your cart has been returned back to the original creator								
Requisition Summary		What Would You Like To Do Now?						
You included the following note:	Please add additional items to the cart.	 Search for another item View order history Check the status of an order 						
Requisition number	4179251	Return to your home page Create new draft cart						
Requisition status	Draft							
Cart name	2024-12-09 NFD729 02							
Requisition total	5.89 USD							
Number of line items	1							

The returned cart will now appear in Cart Management under Draft Carts. The Type of cart will indicate it has been Returned.

An email will also be sent to the shopper. The email will include the reason for the return from the note that was attached during the return. A View Carts link is also provided in the email that will take the shopper to the Draft Carts page to modify the cart.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.								
Re: Cart Returned For Cart #: 4179251								
Cart Name: 2024-12-09 NFD729 02								
Prepared for: Jason Coldiron								
Prepared by: Jason Coldiron								
Returned Click								
Dear Jas View Carts								
To modify the car go to the "Draft Carts", page using the URL below.								
View Carts								

Submitting an Assigned Cart

If a user has assigned a cart for your review, you should receive an email notification. If you do not receive an email notification, you will need to modify your email permissions in your profile. Review the <u>TechBuy User Profile</u> training document for additional information.

You can locate carts assigned to you under the Assigned Carts tab of Cart Management.

*	Cart Management										
• •	Draft Carts Ass Assign Substitute > Filter Assigned Carts	igned Carts					Carts				
4	Type △ Normal	Cart Number 🗢 4260767	Shopping Cart Name A 2025-04-03 CLE439 01	Cart Description	Date Created	Total A 15.76 USD	Created By 🗠 Hayden Vest	Assigned To 🗠 Jason Coldiron	Action View		

Select the **Shopping Cart Name** of the assigned cart to open the order.

â	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER. Shop • My Carts and Orde	rs View Carts Assigned Carts					AI 🔻	Search (Alt+Q)	۹ ۵.0	oo usd 📜 🗮	⊘ №	A Logout
1	Cart Managem	ent								Create Consolidated	Create	Cert 7
6	Draft Carts Assigned Carts											
÷ ش	Assign Substitute Filter Assigned Cart	ts .			Select Shopping							
415	Туре 🗠	Cart Number 🗠	Shopping Cart Name 🗠	Cart Desc	Cart Name		Created By 🗢	As	signed To 🗠		Action	
*	Normal	4260767	2025-04-03 CLE439 01		Gurt Mullic	15.76 USD	Hayden Vest	Jas	ion Coldiron		View 💌	

The cart will open and allow you to edit and/or submit the requisition.

NOTE: When you review the cart, change the Prepared For field to your name. TechBuy sends the name of the person in the Prepared For field to Banner to check for fund security. For additional information about reviewing the cart, please review the Review the Cart document.

Once you have reviewed the cart and entered your name in the Prepared For field, follow the steps above to submit the requisition.

For additional questions about TechBuy, email purchasing@ttuhsc.edu.