TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.

Finance Systems Management

Once the items you wish to add to your requisition are in the active cart, you are ready to review. During the cart review, you can edit the shipping address, edit the fulfillment address, name the cart, verify the accounting date, enter accounting information, and include any external or internal notes and attachments.

Documentation for entering accounting information and adding notes or attachments is located in another training document.

To access the cart review, select **Shop**, **My Carts and Orders**, **Open My Active Shopping Cart**, and select **Proceed to Checkout**.



The checkout page is a mirror of what the requisition will look like once submitted. The sections are expandable/collapsible. The shipping and billing information will automatically populate from your user profile.

Some of the sections included on the checkout page include:

- General
- Shipping
- Billing
- Line and Header FOAP Summary
- Internal Notes and Attachments
- External Notes and Attachments

If any of the sections have issues, select an **issue** from the list that needs to be addressed in the message box or a specific corresponding section. The cart cannot be submitted for requisition until all errors are corrected, but you can **Assign Cart** without correcting the errors.

â	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.			All  Search (Alt+Q)	Q. 6.98 USD 📜 ♡ 🍽 🔎 👤					
1	Requisition • 4299228		le/Collapsi ctions	ble 🔹 🔹	Assign Cart Submit Req					
6	Summary Taxes/S&H PO Preview C									
<b>Q</b>	Line and Header FOAP Summary			A 🔽	Summary →					
血		nization Account	Program	Activity	S Correct these issues.					
<b>P</b>	no value no		© Required	Click	You are unable to proceed until addressed. Required: Accounting Date					
յլի	1 Item	1 Item Issue								
\$	Possible Missions · 1 Item · 6.98 USD			🗆	Required: Organization Required: Account Required: Program					
	Need to make changes? MODIFY ITEMS   VIEW ITEMS Ite • GLVS NITRLAQ 9BOX PF LG 100/PK	Need to make changes? MODIFY ITEMS   VIEW ITEMS Item(s) was retrieved on: 6/4/2025 2:35:12 PM GLVS NITRLAQ 980X PF LG 100/PK								
	Line Item	Catalog No. Size/Packaging	Unit Price Quantity	Ext. Price	Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown					
	1 GLVS NITRLAQ 9BOX PF LG 100/PK	19423040 PK	6.98 1 PK	6.98	here are for estimation purposes, budget checking, and workflow approvals.					

If you want to view specific information, select the **eye icon** at the top of the screen to reveal the Filter View menu to select **View Line Items Only**.

	Requisition • Summary	Items Only	Selec Eye Ico			7 USD 💘 😵 🏴 🔺 🛓 Assign Cart Submit Req
<b>9</b> (主	1 Item Possible Missions · 1 Item · 8.	57 USD	Click Vie Items		View Line Items Only View Shipping Only View Billing Only View Line and Header FOA	AP Summary Only
<b>3</b>	Need to make changes? MODIFY ITEN • FB BLACK NITRILE EXAM GLV S Line Item	AS   VIEW ITEMS Item(s) was retrieve Catalog No.		Quantity Ext. Price	Required: F	Organization
	1 FB BLACK NITRILE EXAM GLV S	19181603	PK 8.57	1 PK 8.57	··· Required: F	Program

Select the Actions \*\*\* menu to view available tasks for selected line items.

	PO Preview	Comments	Attachments	History							
1 Item							S	elect	ary		
Possible N	lissions · 1 Item · I	8.57 USD					Actio	ns Menu	orrect these issues.	until addressed	i.
	changes? MODIFY IT ITRILE EXAM GLV S	EMS   VIEW ITEM	S Item(s) was retrieve	d on: 6/4/2025 4:04:44	6 PM				Required: Accounting Da Required: Fund	te	
Line Item			Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	▼	Required: Organization Required: Account		
1 FB BLAG	K NITRILE EXAM GLV	S	19181603	РК	8.57	1 PK	8.57		Required: Program		
								Override			
								Ship To		es are ca values s	
								Delivery Opti	ons	pudget ch	
								Bill To			
								Funding Info	rmation		8
					Se	lect		Remove		_	0.
						lect tion	$ \rightarrow $	Requires Source	ing		
					Op	tion		Remove Require	-	oval	
					_				coouroing	_	
								Add to Favorite	s		
								Move to Anothe	er Cart	>	
								Add to Draft Ca	rt or Pending PR/PO	>	

#### **General Section**

To edit the General section, select an **item** from the **correct these issues** list in the message box or in the corresponding section. You can also select **Edit** is to update the section information, if available in the Summary area.



The General section contains the following fields:

- Cart Name This field automatically populates with the current date, the user id, and a sequential number. TechBuy allows you to rename your cart. Many users find renaming the cart with specific information (date, vendor, items, etc.) provides an easier means for tracking orders and searching history.
- Description This field allows you to enter additional information for future reference.
- Priority If urgent is selected, the order is flagged in the system. This priority should only be selected for orders that are truly urgent. If all orders are marked as urgent, the flag will no longer have its intended significance.
- Prepared by This field will identify the user who prepared the cart. This field cannot be modified.
- Prepared for If a cart has been assigned to you for completion, you will need to identify yourself in this field. TechBuy sends the name of the person in the Prepared for field to Banner to verify fund security.
- Principal Investigator This field may be required for some grant purchases. If your purchase does not include grant funds, a name is not necessary in this field.
- Texas Smart Buy PO # Purchase Order generated by the state for Term Contract orders. This field will be edited by Purchasing.

After you have edited the General section, click Save.

	HEALTH SCIENCES CENTER.			
E	Requisition • 164438129	Edit General	×	💿 🖶 🕘 Assign Cart Submit Req
6	Summary PO Preview	Comments Attach General		
<b>Q</b>	General	Cart Name 🖈	Required	Summary →     Draft
<u>1</u>	Cart Name no value Required	Ship To Description Contact N		Enter eed until addressed.
39	Description no value Priority Normal	Phone 80 Email sha Priority Tx Tech U	Normal ~ Requ	uired Changes pote
	Prepared by Shannon Myers	3601 4TH 6209 Prepared by LUBBOCK	Shannon Myers	n Required: Account Required: Program
	Prepared for Shannon Myers	United Sta Prepared for	Shannon Myers Q	Total (8.57 USD)
	Principal <b>no value</b> Investigator	Cardinal A Principal Investigator Medical/S		Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking,
	LBB Report no value	al Supplie Account C LBB Report	~	and workflow approvals.
	Contract	Delivery C TTUHSC Contract		8.57
		Expedite	ick	What's next for my order? V
		Ship Via ★ Requit Sa	AVE Save Close	Next Step HSC Form Approval Approvers Haynes, John Rodriguez, John
		Delivery Date		Kounguez, Join

Once you have completed the necessary field(s), the error list will clear for the section.

### **Shipping Section**

The Shipping section has two blocks that may require changes: Ship To and Delivery Options. If you have access to shop with Henry Schein, you will have a third block titled Cardinal Account Code. Review the Henry Schein Purchases document for information on populating this field. The Buyer Information area is used only by the buyer to add necessary information. Users will not edit this information.

The Ship To field should populate automatically based on your profile settings. If a shipto-code does not automatically populate, refer to the TechBuy User Profile document. Failure to enter a ship to code and save as default could result in an error.

To edit the Ship To in the Shipping section, select the **item** from the list in the right message box or in the corresponding section that needs to be addressed before submitting the request. You can also select **Edit** is to update the information.

â	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTE	R.			1	All  Search (Alt+Q)	Q 6.98 USD 📜	♡ ⊨ 🖓 1
1	Requisition	4299228		Select Edit		•	Assign Cart	Submit Req
í	Summary	Taxes/S&H	PO Preview	Comments Attacments	History			
<u>0</u>	General		<b>*</b>	Shipping	🖌 ·· Billing	¢ ×	Summary	→
血	Cart Name Description	2025-06-04 UXC674 no value	01	Ship To Contact Name Phone +1 (806) 743-3594	Select A	dress	Correct these issues. You are unable to proceed until	∽ addressed.
<b>3</b> 9	Priority	Normal		Email Tx Tech Univ HSC 3601 4TH ST	is incom		Address is incomplete: Shipp Required: Accounting Date	ing address
	elect Ac s incom		-	SoUT 4TH ST 6209 LUBBOCK, TX 79430 United States Address is incomplete	Shipping a Accounting No value Date Prequi	address	Required: Chart Required: Fund Required: Fund Required: Account Required: Program	

This will open an additional window that will allow the user to perform three actions to the shipping address:

- Edit the Current Address allows you to edit the current address on the document.
- Choose From Your Addresses allows you to select an address from your personal list of profile addresses (this section is hidden if you do not have addresses in your profile).
- Select a New Address allows you to search and select an address from TTUHSC's list of available addresses.

Requisition	Edit Shipping			submit Req
Summary	Ship To 🔺			
	CURRENT ADDRESS			C
General Cart Name	Contact Name 🚖	Add to my addresses		n
Description	Phone	+1 (806) 743-3594	Edit Current hipping Address	ed until addressed.
Priority	Email	shannon.myers@ttuhsc.e	hipping Address	Date
Prepared by	Address Line 1	Tx Tech Univ HSC		
Prepared for	Address Line 2	3601 4TH ST		1
Principal Investigator	Rm/Building 🚖	6209		
investigator	City	LUBBOCK		charges are calculated
	State	TX Choose	Your	ier. The values shown
	Zip Code	79430 Addre	226	poses, budget checking,
	Country	United States		6.9
	Cubbock - Shanno	Myers, +1 (806) 743-3594, shannon.myers@ttuhsc.edu, Tx Tec		0.0
	Search additional	Q Results Per Page 10 V	Select New A	Address

If information needs to be corrected for the Current Address, you can edit the **Contact Name, Phone, Email and Rm/STOP**. You can also save this change as a new address in your personal list of addresses by selecting the checkbox titled **Add to my addresses**.

1100	quisition					1
Su	ummary	Ship To 🔺				
		CURRENT ADDRESS	s			1
	eneral art Name	Contact Name 🖈		Add to my addresses	Select Add to my addresses	ft
De	escription	Phone	+1 (806) 743-3594			ed until addressed.
Pr	riority	Email	shannon.myers@ttuhsc.(		2	: Shipping address Date
Pr	repared by	Address Line 1	Tx Tech Univ HSC	Enter Shipping		
Pr	repared for	Address Line 2	3601 4TH ST	Information		
	rincipal vestigator	Rm/Building 🖈	6209	Information		
	vesugator	City	LUBBOCK			charges are calculate
		State	тх			er. The values shown
		Zip Code	79430			poses, budget checking
		Country	United States			6.

You will need to enter a **Nickname** for this new Current Shipping Address. If you want to make this your new default Current Shipping Address, select the checkbox next to **Make default**.

When you have completed editing the information, click **Save** or return the cart without making changes by choosing **Close**.

	Requisition •	Edit Shipping				×	Submit Req
6	Summary	Ship To ★			Enter Nickname		
0		CURRENT ADDRESS					اد
o: €	General Cart Name	Contact Name 🚖	Shannon Myers	Add to my addresses	<b>↓</b>		
- ₩	Description	Phone	+1 (806) 743-3594	Nickname 🖈	Name this address (e.g. Main St)		ntil addressed.
щ	Priority	Email	shannon.myers@ttuhsc.(		Address name is required		ipping address a
ш	Prepared by	Address Line 1	Tx Tech Univ HSC	Make default			
- <b>\$</b> -	Prepared for	Address Line 2	3601 4TH ST				
	Principal Investigator	Rm/Building 🖈	6209				
		City	LUBBOCK				arges are calculated
		State	тх				The values shown as, budget checking,
		Zip Code	79430	Select check	box to		jes, budget checking,
		Country	United States	Make Defa			6.98
		Cubbock - Shannon M	lyers, +1 (806) 743-3594, shann		, LUBBOCK, TX 79430, Un	Click	0.00
		Search additional	Q Results Per Pag	e 10 🗸	_	Save	6.98
		Summus Henry Schein A	Account Code			↓ ·	culated by system
q		★ Required fields	реннааюна ю не	• Ino custom norus		Save Close	

In the **Choose From Your Addresses** area, your default address is displayed first and is noted with a star icon. Fields that are required for checkout are displayed in bold. Optional fields are displayed in normal font. Change/edit your address by selecting the **address** to reveal more detailed information.

	HEALTH SCIENCES CENTE	R.			a) <u> </u>					
1	Requisition	Edit Shipping			×	Submit Req				
6	Summary									
	_	CURRENT ADDRESS			5					
Q	General	General								
-12		Contact Name ★	Shannon Myers	Add to my addresses		ft				
<b></b>	Cart Name		onannon nijoro							
血						ed until addressed.				
	Description	Phone	+1 (806) 743-3594			a anti dan cosca.				
<b>3</b> 9						Date				
	Priority	Email	shannon.myers@ttuhsc.(							
հե										
		Select an	HSC							
<b>4</b>			1							
<b>W</b>	Add	ress to rev	/eal							
		and details				~				
	m	ore details				charges are calculated				
						ier. The values shown				
		State	ТХ			poses, budget checking,				
		Zip Code	79430							
		ountry	United States			6.98				
						0.00				
		C Lubbock - Shannon M	Avers, +1 (806) 743-3594, shan	non.myers@ttuhsc.edu, Tx Tech Univ HSC, 3601 4TH ST, 6209, LUBBOCK, TX 79430, Unite	d States	0.00				
		-				6.98				
		○ Southwest Campus -	Shannon Myers, +1 (806) 743-3	594, shannon.myers@ttuhsc.edu, Tx Tech Univ HSC, 3601 4TH ST, 6209, LUBBOCK, TX 79	430, United States	0.98				

Update your default address by selecting the **Make Default** checkbox to the right and clicking **Save**. This address will now become the Current Shipping Address.

**Note:** If you cannot locate the correct shipping address from the TechBuy list, contact <u>purchasing@ttuhsc.edu</u>.



In the Select a New Address area, you have the option to search and select from TTUHSC's list of available addresses. You can enter **search criteria** or simply select the **Magnifying Glass** to bring in all the shipping addresses.

By entering no search criteria, you can determine the number of results viewed per page and scroll through pages.

Requisition	• 429	Edit Shipping ×	ssign Cart Submit Req					
Summary	Тахи	🕐 Lubbock – Shannon Myers, +1 (806) 743-3594, shannon.myers@ttuhsc.edu, Tx Tech Univ HSC, 3601 4TH ST, 6209, LUBBOCK, TX 79430, United States 🔶	^					
		🔾 Southwest Campus – Shannon Myers, +1 (806) 743-3594, shannon.myers@ttuhsc.edu, Tx Tech Univ HSC, 3601 4TH ST, 6209, LUBBOCK, TX 79430, United States						
General		HAB002 - Shannon Myers, +1 806-743-3594, shannon.myers@ttuhsc.edu, Tx Tech Univ HSC, 13055 FM 3522, Rm/Building, ABILENE, TX 79601, United States	-					
Cart Name	HAB004 - Shannon Mvers, +1 806-743-3594, shannon.mvers@ttuhsc.edu, Tx Tech Univ HSC, 302 PINE, Rm/Building, ABILENE, TX 79601, United States							
Description	10 1	ABOOKShappon Muore_+1.906-742-2504_phannon.myers@ttuhsc.edu, Tx Tech Univ HSC, 1857 Pine St, Rm/Building, ABILENE, TX 79601, United States	ting Date					
Fr	nter							
		Select Results Scroll Lhro	ugh					
	SEI	ect Magnifying the Per Page Spinest Ablence TX 796 Pages						
P UI		Glass shannon myers ortunsc equ, 1x tech university HSU, 16/4 Hine Street, ABILENE, 1X 79601, United States						
P		Glass	er. The values shown here are					
P		GIASS sharinon.myers sturisc edu; 1x tech University HSU; 16/4 Print Street, ABILENE, TX 79601, United States						
P		CIASS sharenon.myers.chunsc.edu, 1x tech University HSC, 1674 FURE Street, ABILENE, TX 79601, United States HAB012 - Sh mon Myers, +1 806-743-3594, sharenon.myers, tubsc.edu, TX Tech University HSC, 1650 Pine Street, Rm/Bulding, ABILENE, TX 79601, United State						

After a new address is selected, click **Save**. That address will now appear as the Current Address.



To edit the Delivery Options information, select **Edit** in the Shipping section area.

â	TEXAS TEC HEALTH SO	CH UNIVERSITY CIENCES CENTER	a						Ali 👻	Search (
1	Requ	isition •	4299228				Select <b>Ec</b>	lit		۲
ío	Sum	imary	Taxes/S&H	PO Preview	Comments	Attachments	mistory	_		
0	Ger	neral		¢	Shipping		<b>₽</b>	Billing		<b>∕</b> ∨
血	Cart	t Name	2025-06-04 UXC6	74 01	Ship To			Bill To		
<b>P</b>	Des	cription	no value		Contact Name S Phone +1 (806)			TTUHSC Payables Box 5970		
<b>1</b> 0.	Prio	rity	Normal		Email shannon.	myers@ttuhsc.edu		Lubbock, TX 79408		
цц	Prep	pared by	Shannon Myers		Tx Tech Univ HS 3601 4TH ST 6209	SC		United States		
	Prep	pared for	Shannon Myers		LUBBOCK, TX 79	9430		Billing Options		

The Delivery Options area contains the following fields:

- Expedite Use this checkbox to flag an item as a rush item. If expedite is selected, the order is flagged in the system. Expedite should only be marked for orders that are truly urgent. If all orders are marked as urgent, the flag will no longer have its intended significance.
- Ship Via Provides a list of shipping methods.
- Requested Delivery Date Use this field to indicate a requested delivery date to be sent to the supplier. This is not a firm shipping date from the supplier.

Complete each **field** as appropriate for the request. Click **Save** when completed.

合	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.			All 💌 Search (Alt+Q) Q	6.98 USD 📜 🗢 🏴 🔎 💵
-	Requisition • 429	Edit Shipping			Submit Reg
	Summary Taxe	State         TX           Zip Code         79430			<b>^</b>
<u>o</u>	General	Country United States			<b>→</b>
		O Lubbock - Shannon Myers, +1 (806) 743-3594, sha	nnon.myers@ttuhsc.edu, Tx Tech Univ HSC, 3601 4TH ST,	6209, LUBBOCK, TX 79430, United States	<b>★</b> Draft
Ê	Cart Name 2025	O Southwest Campus - Shannon Myers, +1 (806) 743	-3594, shannon.myers@ttuhsc.edu, Tx Tech Univ HSC, 36	01 4TH ST, 6209, LUBBOCK, TX 79430, United States	S. ✓ roceed until addressed.
₿	Description no va	Search additional Q Results Per F	age 10 🗸		ting Date
հե	Prepared by Shar	Summus Henry Schein Account Code			ation
\$	Prepared for Shar Principal no va Investigator	Medical/Surgical Supplier Account Code	Search Q		Tax charges are calculated and
		Delivery Options			ier. The values shown here are is, budget checking, and
		Expedite		Complete ea	ach Field.
		Requested Delivery Date	mm/dd/yyyy	as nee	
		Shipment Via	Destination 🗸		der? ~
		★ Required fields	Click Sa		cally calculated by system
Q		section.			

#### **Billing Section**

The Billing section has two vital sections titled Bill To and Billing Options. Each of these fields is required and needs special attention. The Credit Card Info is available for select vendors only.

The Bill To should populate automatically based on your profile settings. If TTUHSC Payables does not automatically populate, refer to the TechBuy User Profile document. Failure to enter a bill to code and save as default could result in an error.

The Billing Options field requires the Accounting Date. The Accounting Date feeds into Banner as the transaction date and drives the fiscal period. It is important to enter a date within an open accounting period unless instructed otherwise by Purchasing.

To edit the Bill To or the Billing Options in the Billing section, select an **item** from the list in the right message box or in the corresponding section that needs to be addressed before submitting the request You can also select **Edit** is to update the information.

Requisition	• 4299228			AII - Search (AIH-0) Q 6.98 USD ₩ ♥ № ▲ Select Required:
Summary	Taxes/S&H PO Previe	w Comments Attachments	History	Accounting Date
General		🖋 ··· Shipping	Select Edit	Summary
Cart Name	2025-06-04 UXC674 01	Ship To	Bill To	Correct these is use.
Description	no value	Contact Name Shannon Myers Phone +1 (806) 743-3594	TTUHSC Payables Box 5970	You are unable proceed until addressed.
Priority	Normal	Email shannon.myers@ttuhsc.edu Tx Tech Univ HSC	Lubbock, TX 79408 United States	Required: Accounting Date Required: Chart
Prepared by	Shannon Myers			Required: Fund Required: Organization
Prepared for	Shannon Myers	Select	Billing Options	Required: Account Required: Program
Principal Investigator	no value	Required Fi	eld Accounting no value	Total (6.98 USD)
investigator		<u></u>		Shipping, Handling, and Tax charges are calculated and

Enter the current date unless instructed otherwise by Purchasing, and click Save.

	Requisition • 42	Edit Billing	× ssign Cart Submit Reg
6	Summary Ta	Bill To ★	
-		CURRENT ADDRESS	0
<u> </u>	General Cart Name 202	Contact Line 1 * TTUHSC Payables Add to my addresses	->  Draft
血		Address Line 1 Box 5970	rs. V
39	Description no	City Lubbock	
<b>`</b>	Priority No		ting Date
հե	Prepared by Sha		ation
8	Prepared for Sha	Country United States	
<b>*</b>	Principal no	TTUHSC Payables - TTUHSC Payables, Box 597	*
	Investigator	Search additional Q Results Per Page 10 V	d Tax charges are calculated and ier. The values shown here are is, budget checking, and
		Billing Options Save	6.98
		Accounting Date *	0.00
		© Required	6.98
			der? ~
		* Required fields Save Clo	se sally calculated by system

**Note**: You may unknowingly add items to an empty cart that was activated previously; your accounting date should reflect the current date.

#### **Recurring Payment and Advanced Pay**

You have the opportunity to mark an order as a Recurring Payment or Advanced Pay. In the View All of the Summary of your cart, scroll to the Supplier / Line-Item Details and select **Edit**  $\checkmark$  to the right of the line item(s).

×.	Requisition · 4299228	Submit Reg
6	Summary Taxes/Sum PO Preview Comments Attachments His	
	Event Title no value View All View Line Items Only	
8	View Shipping Only	$\rightarrow$
俞	1 Item  View Billing Only View Line and Header FOAP Summary On View Line and Header FOAP Summary On	
- 39	Possible Missions - 1 Item - 6.98 USD Shipping, Handling, and Tax charges charged by each supplier. The value for estimation purposes budget che	are calculated and s shown here are
ш	🔷 SUPPLIER DETAILS 🧰 Ş 🚍 🛖 😧 🛎 🗰 P0 Purchase Order 1 : 150 W Parker Rd Ste 505, Houston, Texas 77076-2938 United States workflow approvals.	orang, and
ш	Contract no value PO Number To Be Assigned Subtotal	6.98
- <b>C</b>	Need to make change? MODIFY ITEMS   VIEW ITEMS   Item(s) was retrieved on: 6/4/2025 2:35:12 PM 5   VIEW ITEMS   VIEW   VIEW	0.00
	Handling USA STRATEGIES IN OUT TIEMS I VIEW TEMS I VIEW TEM VIEW TEMS I VIEW	0.00 6.98
	Line Item Catalog No. Size/Packaging Unit Price Quantity Ext. Price	6.98
	1 GLVS NITRLAQ 980X FF LG 100/PK 19423040 PK 6.98 ··· D 6.98 ··· D What's next for my order? Next Step HSC Purchase Re	view
	Approvers Badlio, Elizabeth Haynes, John	
	Manufacturer Hourglass International Contract: no value	
	Taxable X Internal Add Workflow	

The Edit Line window will open. If the **Advanced Pay** box is selected and approved by Purchasing, Payment Services will receive an email notification with the information to create a payment. Advanced payments should only be requested when there is a specific business advantage to the institution.

Select the **Recurring Payment** box if you would like a payment to process automatically on a schedule each month. If the **Recurring Payment** box is selected and approved by Purchasing, Payment Services will receive an email notification with this information to schedule the payments.

Enter any **justification** or **additional information** in the Internal Notes section. Once you have marked the appropriate options, select **Save**.

<b>1</b> 11					
-	Edit Line 1: Item Details				×
1	1 GLVS NITRLAQ 9BOX PF LG 100/PK	19423040 PK	6.98	[1] РК	6.98
¢; (∃	Taxable	Internal Note	1000 characters remaining	expand I clear	
39	Commodity Code 41-12-00-00	Select Checkbox for	1000 characters remaining	Select Save	
t ⊈	Advanced Pay	Recurring Payment or Advanced Pay		Save	1
			- Heat	Save	Close

### **Workflow and Approval Steps**

The Workflow and Approval Steps area will display on the right side of the Summary screen. The number of steps needed to finish the order will depend upon many factors including the total value of the requisition, items requested, and departmental policies.

Your current workflow step will be highlighted with a blue location pin. Details on future action steps can be viewed by selecting **Options** ••• to the right of a specific step.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.			All 🗸 Search (Alt+Q) Q 6.98 USD 📜 🛇 🏴 🔎
Requisition • 4299228			💿 🖶 🕐 Assign Cart Submit Req
Summary Taxes/S&H PO Preview	Comments Attachments History		
Internal Notes and Attachments		ttachments	Summary →
Internal Note no value Internal Attachments Add	Note to all Suppliers Attachments for all	no value Add	Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and
Event Title no value	suppliers		Subtotal 6.98 Shipping 0.00
1 Item			Shipping         0.00           Handling         0.00
Possible Missions - 1 Item - 6.98 USD     SUPPLIER DETAILS      S      You and the set of the	PO Number To Be Assigned	2938 United States	Select Review Options
Line Item	Catalog No. Size/Packaging U	Jnit Price Quantity Ext. Pri	ice Workflow
1 GLVS NITRLAQ 9BOX PF LG 100/PK	19423040 PK	Workflow	V Draft Active Shannon Myers
∧ ITEM DETAILS		Area	
Manufacturer Hourglass International Name	Contract: no value	Internal Note no value	HSC Purchase Review
Manufacturer 1903 Part Number	Taxable X Commodity 41-12-00-00 Code	Internal Add Attachments External Note no value	Create PO
Supplier Part Auxiliary ID 8a05477d9d56_1	Recurring X Payment	Attachments Add for supplier	Finish Future

A new window will open and display details regarding the future workflow step.

6	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.		All 🔻	Search (A	Alt+Q)	ď	6.98 USD 📜	♥ ► 🔽
-	Requisition • 4299228	HSC Purchase Review $ imes$		۲	•	? ···	Assign Cart	Submit Req
í.	Summary Taxes/S&H PO Preview Comments	Requisitions require Purchasing Screening.						
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Click a **workflow step** highlighted in blue to view approvers for the specified step.

~ :	SUPPLIER DETAILS	🚥 \$ 🔤 🚖 🛠 🏛 🏧 PO Purcha	se Order 1 : 150 W Parke	r Rd Ste 505, Hou	ton, Texas 77076-2938 United	States			What's next to Next Step	for my order? HSC Purchase Review	
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TTUHSC Finance Systems Management

A list of authorized approvers along with their email and phone contact information will display.

<b>^</b>	TEXAS TECH UNIVERTY HEALTH SCIENCES CENTER.	Al	all - Search (Alt+Q) Q	6.98 USD 👿 🗢 🏴 📢
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<b>%</b>	Event Title no value			for my order? ~
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	1 GLVS NITRLAQ 9BOX PF LG 100/PK 19423040 PK	List of Authorize	ed P	anner HSC State Accounts - 10
	∧ ITEM DETAILS ♦	Approvers		Elizabeth Badillo lisa.badillo@ttuhsc.edu +1 915-215-4585
	Manufacturer Hourglass International Contract: no value Name	Approvoio		John Haynes john.g.haynes@ttuhsc.edu +1 806-743-7378
	Taxable X	Internal Add Attachments		+1 806-743-7378
	Part Number Commodity 41-12-00-00	Attachments External Note no value		reate PO

#### **PO Preview**

Once a requisition flows through the entire workflow process and receives the proper approvals, a PO is automatically created and sent to the vendor electronically. The PO Preview allows you to see what information will be sent to the vendor.

To preview the information, select the **PO Preview** section. A preview of each purchase order by vendor will display.

Re	TECH UNIVERSITY quisition ▼ : 140670502 ummary PO Preview commons Se	elect PO Preview		Purchase Orders • Preview Purchase	
F	Preview PO 1			PO Number To Be Assigned	,
	Cambridge Isotope Laboratories · 2 I	tems · 810.00 USD			
	Item	Catalog No.	Unit Price	Quantity	Ext. Price
1	PCB EXHIBIT CALIBRATION SOLUTION CS0.2 (UN 99%)	ABELED/13C12, EC-5531-CS0.2	405.00	1 EA	405.00
2	2 PCB EXHIBIT CALIBRATION SOLUTION CS0.2 (UN 99%)	_ABELED/13C12, EC-5531-CS0.2	405.00	1 EA	405.00

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