

Procurement Services Announcements
October 2011

1. Procure to Pay class
 - November 17th from 1:30-5:00 at Doak Training Center
 - December 8th from 8:30-12:00 at Doak Training Center
 - **Please register for the class on the AFISM website under the training tab>class schedule and registration>class registration>procurement.**
This class will be *required in the new credit card program for all reconcilers*. Reconcilers will have until January 1st to get the training completed.
2. For all PCard reconcilers, the required training classes must be completed by January 1, 2011. We have begun to notify those who are non-compliant (you are required to take the Procure-to-pay and the Reconciler training class). Registration is available through AFISM for both classes:
<http://www.depts.ttu.edu/afism/AFISMClassRegistration/ClassRegistration.aspx>
3. PCard allocations are due by the 13th of each month (online and expense reports and receipts in the Pcard office). Cycle dates are the 4th through the 3rd of each month. We have received notification from CitiBank that you should wait a couple of days after the 4th to run Expense Reports in order to capture all posted transactions through the 3rd. Kay is at a User Conference with CitiBank and the State of Texas and hopes to obtain additional information and will relay more to reconcilers when she returns.
4. Promega Punchout and invoicing now live!
5. Scam Alert – it has been reported that some unknown vendors are selling toners to departments. These people somehow have the make and model of some copiers on campus (we are not certain that they didn't just spot the copiers or call and ask about the copiers prior to meeting with the department. Departments should only order toners through reputable vendors. If you are not certain, then please email techbuy.purchasing@ttu.edu. Also, remember that a PO or pcard are required before committing to any purchase.
6. NewEgg – the Procurement Services department no longer will support purchases from New Egg. We have had countless claims against this company for payment and failure to deliver. We have inactivated this vendor in TechBuy. If you still feel the need to purchase from this vendor, your department will have to run the risk and purchase on a pcard. The Procurement Services department will not assist in vendor claims against New Egg. We have had good experience with Tiger Direct. The contact there is William Bailey (wiliam.bailey@tigerdirect.com) or call 877-998-8529. They are on TIPS contract number 1072309. Departments are always encouraged to shop around. B&H photo is also on contract. samuelz@bhphoto.com 1-800-947-8003. We will communicate contract information as we become aware of it.
7. New TechBuy upgrades – please see the training document. If you have trouble opening this, please copy and paste the address in the browser.
<http://www.depts.ttu.edu/afism/AFISMFormrepository/ProcurementDept/PurchasingAndContracting/News/TechBuy%20New%20Release%2011.3.pdf>
8. New TechBuy Document Search Functionality demonstration – class size is limited!
 - a. Tuesday, November 8, 2011 @ 9:00 am – email Techbuy.purchasing@ttu.edu to register.

9. Coca Cola has agreed to allow Texas Tech University departments to use their Pcards to purchase 10 cases or less of Coca Cola products at any local retailer instead of contacting Coca Cola directly to place an order. The 10 case limit is per purchase. Please remember our contract with Coca Cola is an exclusive contract.

The following Products will be available: Coca Cola® classic (or Coke®), diet Coke®, Coke Zero™, Sprite®, Nestea®, Minute Maid® juices, DASANI®, Minute Maid® Refreshment, glaceau® vitaminwater, glaceau® smartwater, Evian®, Campbell's® V8, Campbell's® Splash, Campbell's®, V- Fusion, Full Throttle®, Monster®, NOS®, Gold Peak® tea, FUZE®, Dr Pepper and PowerAde®.

No Competitive Products can be sold, distributed, sampled, advertised, donated, or promoted anywhere, any time on Campus or at University sanctioned/sponsored off-campus events.

10. We had a question about how carts in TechBuy work and how the Contract Manager in TechBuy works. We have provided a new training document for each one of these functions to assist end-users. These are both posted under Training Guides on our website.

Carts -

<http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/PurchasingAndContracting/Training%20and%20Work%20Aids/How%20to%20Create%20and%20Manage%20Carts%20in%20Techbuy.pdf>

Contract Manager –

<http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/PurchasingAndContracting/Training%20and%20Work%20Aids/Contract%20Training%20Guide.pdf>

11. Next Procurement Services Forum is Friday November 18, 2011 at 3 pm in Agricultural Sciences Room 214. (all other forums will generally be held on Wednesday – this is an exception because of the holiday).