

Phase I

Phase I of TechBuy, our new electronic shopping method, is now live! Phase I will continue to use the current eRQ and ePO in conjunction with the limited suppliers available in TechBuy, for all FY08 orders. Phase I of TechBuy does not encumber funds or have budget checking since it is not integrated with TechFim. Orders placed through TechBuy in this phase, will capture the TechFim account string and will be charged by an institutional voucher (IV). [See List of Suppliers.](#)

TechBuy Roles

Approver - A TTU or TTUS employee who is an Account Manager or Alternate Account Manager in the TechFim system. This role has shopper and unlimited account approval authority (up to the budgeted amount for that account). Approvers will be responsible for complying with University budgets.

Approvers will need to register Requestors and Shoppers in order for them to have access to TechBuy. [See Registration Instructions.](#)

- **Requestor** - A TTU or TTUS employee who has been given permission in TechBuy to shop and have limited approvals. This role has account approval authority up to \$5,000. Any transaction greater than \$5,000 coming from an individual with this role will go to a higher authority (Approver) for approval within each department.
- **Shopper** – A TTU or TTUS employee who has been given permission in TechBuy to shop. This role has no approval authority and will not enter any accounting information. Any transaction submitted from an individual with this role will go to a higher authority (Requestor up to \$5,000 or Approver greater than \$5000) for approval within each department

Training Classes

Training for Phase I has been completed. AFISM is in the process of developing training for Phase II.

AFISM will offer the following classes – please note that Shoppers and Requestors are required to attend a training class prior to being allowed in the TechBuy system.

Approvers are **not required to attend a training class; however, it is recommended.**

- ❖ **TechBuy Purchasing/Approval Process** – training will include the procurement process from Shopper level through the Approver level, generally a 2-1/2 - 3 hour class.

- ❖ **TechBuy Shopper Class** – will review the shopping process only, generally a 2-
– 2 ½ hour class.
- ❖ **TechBuy Approver Class** – will review the approval process only for Requestor
and Approver roles. Class will generally last 1 – 1-1/2 hours.

Employees may register for a TechBuy class at:

<http://www.depts.ttu.edu/afism/AFTrainingClasses/>

AFISM will continue to add training dates as needed to accommodate all requests.

Phase II

All FY09 orders will be processed in TechBuy. Phase II is scheduled for implementation May, 2008 for FY09 requisitions/purchase orders that need to be processed prior to September 1, 2008. . Phase II purchases will feed to Banner for all FY09 orders using the Banner FOAP (fund, organization, account and program). Crosswalks will be developed for translations from TechFIM to Banner FOAP.

Processes for Phase II are in the development stages and once complete, training material will be prepared for campus. TechBuy training conducted in late April may include processes for both Phases.

Contacts

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