TEXAS TECH UNIVERSITY™
Office of Procurement Services

TechBuy Guidelines for Entering Requisitions for Central Warehouse PPE

The following guidelines are intended to provide assistance for placing orders for Personal Protection Equipment ("PPE") through Central Warehouse in TechBuy.

All departments are encouraged to review the guidelines on the CDC website. https://www.cdc.gov/coronavirus/2019-nCoV/index.html.

TTU Procurement Services and the Operations Division continue to work to obtain and stock PPE that will be needed by departments as they return to Phase 3 and 2 operational levels. Some PPE products have long lead times and many vendors are cancelling orders or delaying shipment for several months. But Operations Division has adequate PPE to meet the short term demands and will continue to regularly receive stock through the end of the year. It is important that departments limit the PPE requests to the products that are needed for the upcoming 2-3 week period and can reorder on an as-needed basis. Departments are asked to refrain from ordering large quantities that would impact the stock that is needed for the entire campus.

Departments are encouraged to be resourceful. Hand sanitizer is being purchased in bulk and will be available for sell in gallon containers. Saving bottles for hand sanitizer and reusing masks to the extent possible will help to conserve university resources. In addition, some masks that are used in common areas can be worn again or washed for reuse in accordance with CDC guidelines.

It is important to purchase centrally to ensure that all products meet recommended CDC guidelines, Environmental Health & Safety requirements, to assist TTU with reporting requirements related to Covid-19, to allow all departments to obtain the needed PPE products, and to reduce the risk of encountering fraudulent vendors. Pricing has drastically increased because of demand and the products are being procured in bulk to obtain cost savings and to ensure the quality of products being purchased.

Items that should be purchased centrally through the Operations Division Central Warehouse include: Cloth masks, 3-ply disposable masks, KN95 and some N95 masks, no-touch thermometers, hand sanitizer (gallon containers will be sold to refill smaller containers; smaller containers will also be sold as they become available), disinfectant wipes, goggles/safety glasses, aprons, coveralls, hair covers, shoe covers, and nitrile and latex gloves. Products will be delivered to the ship to location on the requisition by MailTech. All issues with the products, billing, or delivery should be addressed to central.warehouse@ttu.edu.

Please note: KN95 and N95 masks are critical supplies that must continue to be reserved for healthcare workers and other medical first responders. If your department did not require these types of masks prior to the Covid-19 outbreak, they should not be used now.

For PPE products not listed in the Central Warehouse catalog in TechBuy or for special needs, please email purchasing@ttu.edu

The process for ordering PPE through TechBuy for Central Warehouse follow:

The following keywords will help to facilitate your search:

|			
❖ PPE	❖ Masks	❖ Mask	❖ Apron
❖ N95	❖ KN95	❖ K95	❖ 3 ply
❖ Cloth Mask	❖ Goggles	❖ Personal Protection	❖ Thermometer
❖ Hand Sanitizer	❖ Wipes	❖ Safety Glasses	❖ Gloves

Shopping Dashboard

The Shopping Home Page contains Texas Tech University's vendor punch-outs, hosted catalogs, and forms.

The hosted catalog for *TTU Central Warehouse PPE* can be found can be found in the Shopping Dashboard Showcase. If you do not see this catalog, please email techbuy.purchasing@ttu.edu.

Selecting the TTU Central Warehouse PPE button, you will be prompted to type in a search or to browse by categories. Simply select the 🔍 icon to view all items provided by the Central Warehouse. If you type in a specific "keyword" item in the search, items not provided by the Central Warehouse may appear.
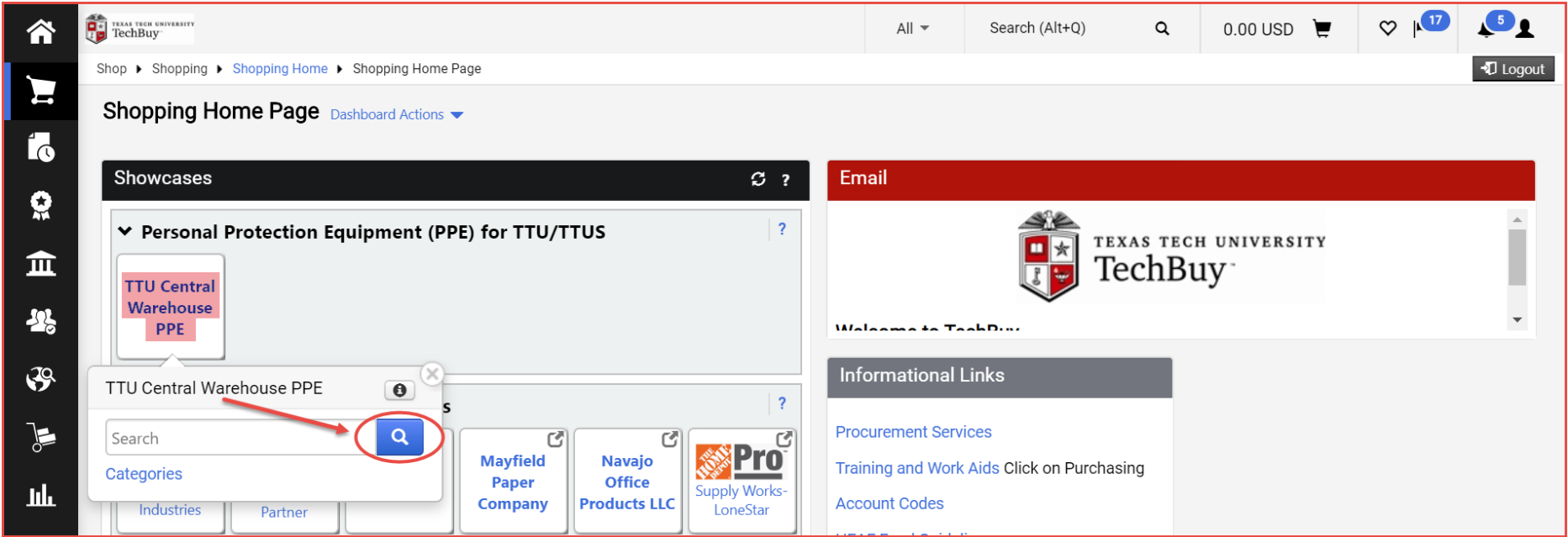
Shopping by Sub Categories

Selecting the TTU Central Warehouse button, you will be prompted to type in a search or to view by category. To narrow your search we encourage users to select the *Categories* link which will categorize our PPE items into smaller sub categories. This will narrow your search results to the items listed by sub category.
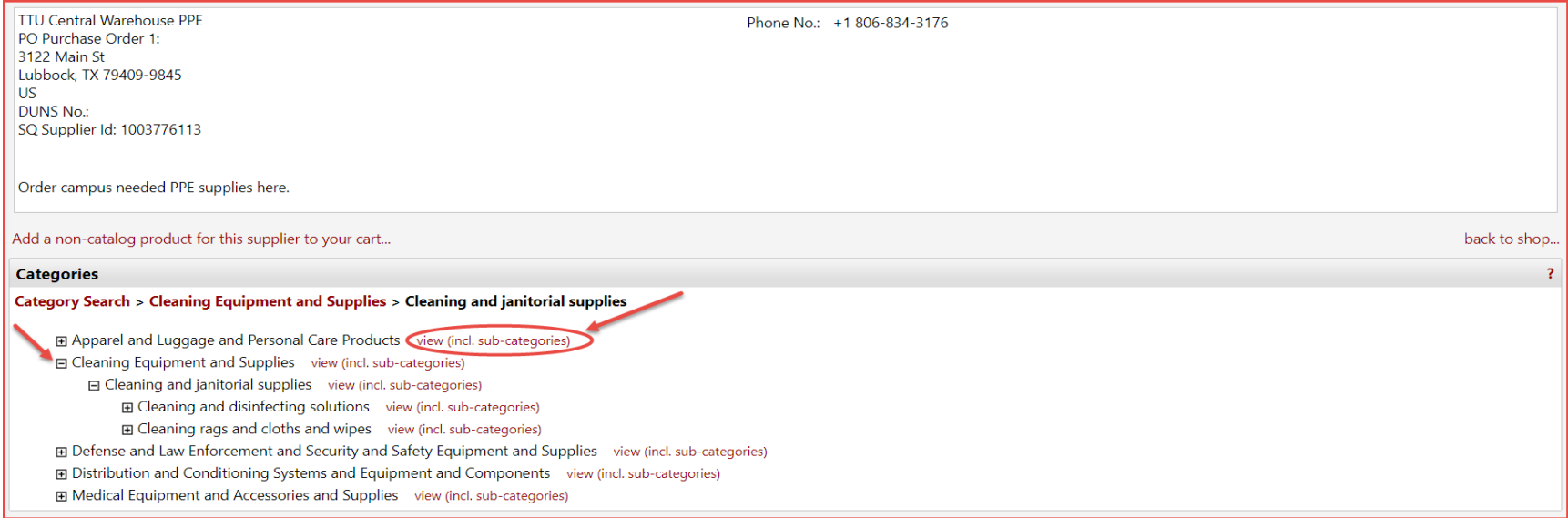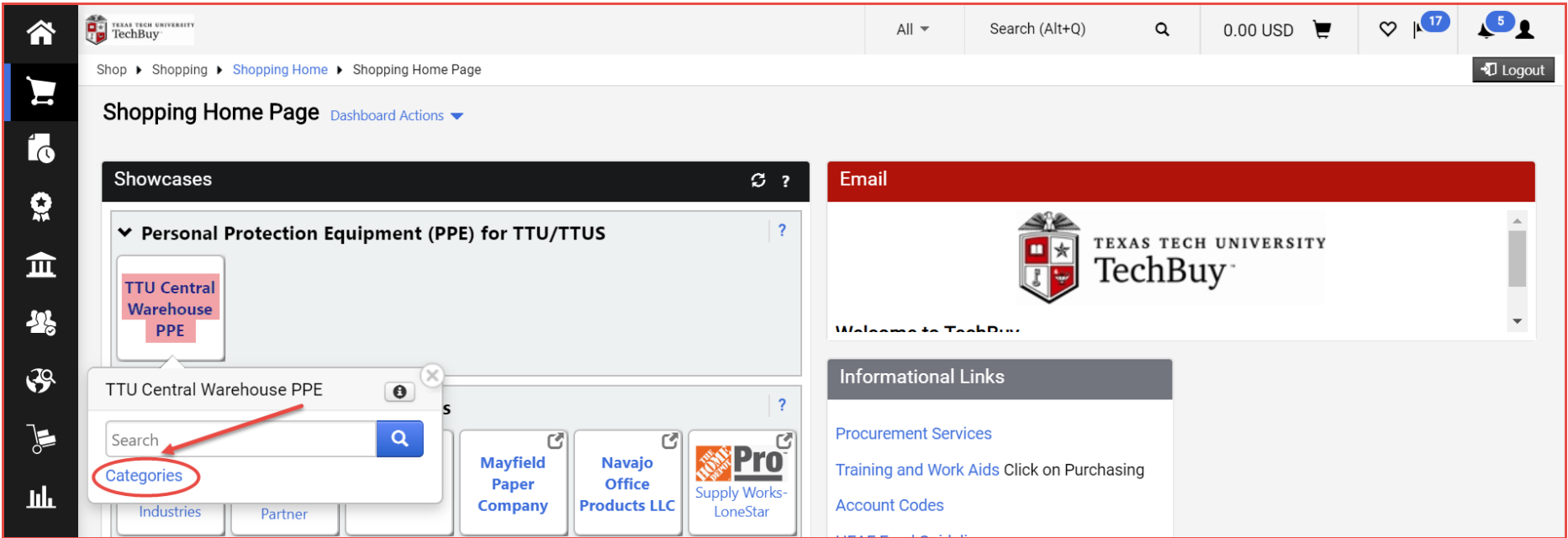

Shopping

After selecting the 🔍 icon or by viewing the *Categories*, you will be brought to the TTU Central Warehouse PPE Inventory. From here, users can shop for Personal Protective Equipment for the students, faculty, and staff. Users can change the quantity and add items to their cart.
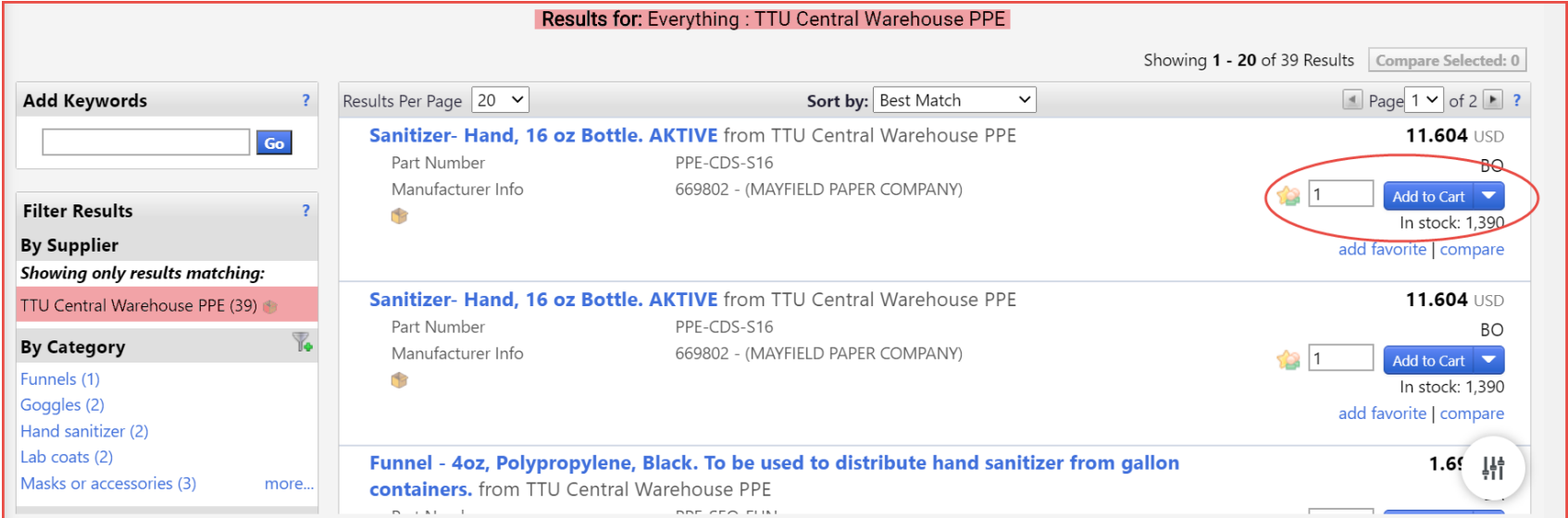
Checking out

Once users are finished shopping the TTU Central Warehouse PPE Inventory page, users can click their shopping cart and proceed to checkout. The checkout process is the same as other TechBuy purchases. Users will have the opportunity to update the cart name if desired.
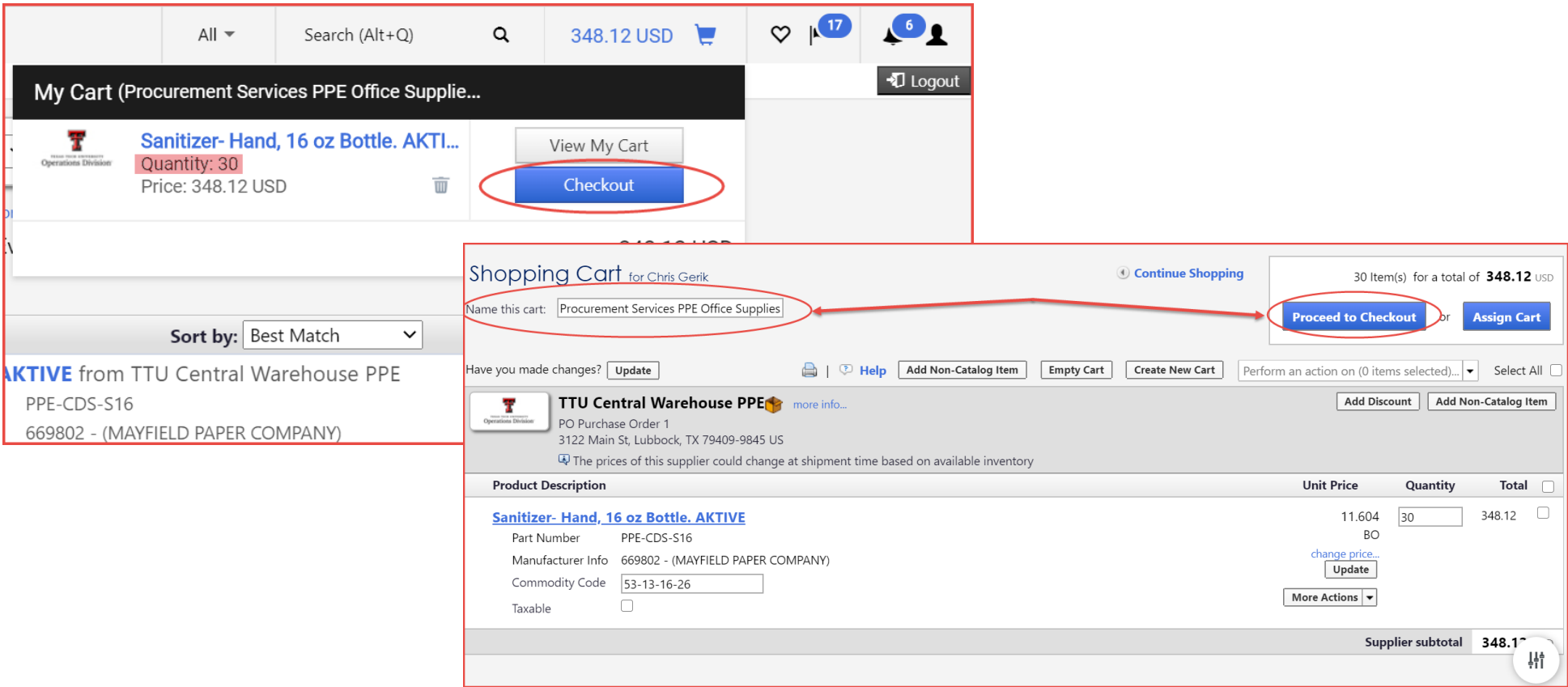

Editing the Ship to Address:

The default ship-to address in the users profile is applied to each requisition created. This ship-to can be modified within the requisition.
To modify ship to information, select the edit box to the right of the Shipping Address information. A window opens with options to edit the current shipping address; select from stored ship-to addresses or create a new ship to address

If your address is not available in TechBuy, request a new ship-to location set up, access this link TechBuy New Ship To: Address

Products will be delivered to the ship to location on the requisition by MailTech. All issues with the products, billing, or delivery should be addressed to central.warehouse@ttu.edu
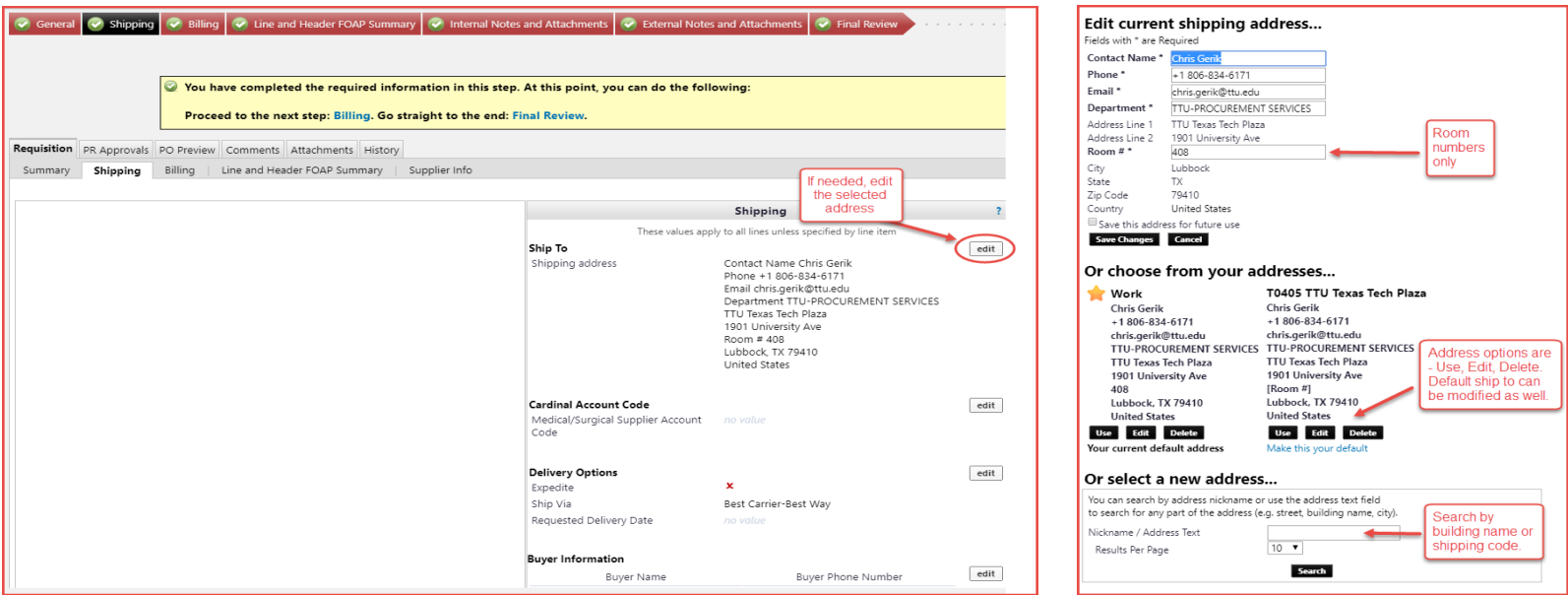
Enter Line and Header FOAP Summary:

Funds will not be immediately encumbered, but will be billed to the departmental FOP(s) listed on the requisition. The **Account Code** within the FOAP is what identifies what is being purchased. If there are multiple types of items on the requisition, the account code **must** be entered for each item

1. Select "Edit" to the right of the FOAP details to change funding information for the entire requisition
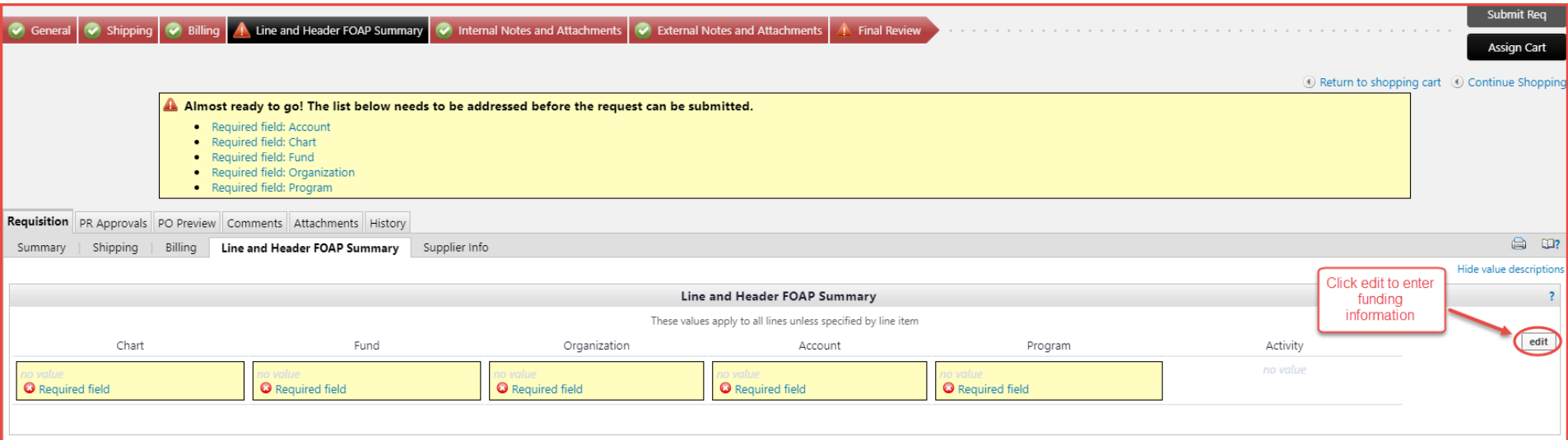
Enter Line and Header FOAP Summary:

2. In the window that opens, alternate values may be selected from profile values if these have been added to the user's profile. Otherwise, the select from all values link may be utilized in finding the code or if the code is known, simply type in the field provided, ending with either a dash –T, -S, or –H depending upon the institution the purchase is being made for. Once the changes have been made, select SAVE. To cancel, select cancel.

Review Requisition before Submittal:

Once the final review is complete, the next step is to *Submit Requisition* or *Assign Cart*. Assign cart would be used when a specific person is to take action on the requisition. After you submit the requisition and it is approved by all internal approvers, it becomes Purchase Order. Requisitions should not be submitted unless the department is sure they want to order the goods or services.

Assigning a Cart:

Assigning a cart is beneficial when a user wants to order products, but needs another user to enter accounting and shipping information. When a cart is assigned, only the person it is assigned to will be able to see and take action on the requisition. Your "Assignee" must have permission at least as a shopper on the org code you have permission to shop for.

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Type	Cloth Face Covering	3-Ply Disposable Mask	N95 /K95
Description	Commercial grade or simple cloth coverings that are washable and help prevent the wearer's respiratory emissions from spreading. These masks can be reused but should be washed routinely.	Commercially manufactured, disposable masks fit loosely cross the wearers nose and mouth. Intended to prevent the spread of particles. These are disposable and should not be reused.	A particulate-filtering facepiece respirator that fits tightly around the face and meets the National Institute for Occupational Safety and Health requirements. These should be discarded after any patient encounter and aerosol-generating procedures or the mask becomes damaged or no longer forms an effective seal.
Intended Use	The CDC recommends wearing simple cloth coverings in public settings to slow the spread of some particles. These masks are not intended to provide the wearer from reliable protection from inhaling airborne particles. **	May be worn by staff and some researchers when there is a need to protect from dust and some fluids and to also slow the spread of some particles. Does not provide the wearer with a reliable level of protection from inhaling smaller airborne particles. TTU has a good supply of these masks.	These are reserved for research and medical care. Supply of the N95 masks is very limited. TTU has limited stock of the K95 masks for critical departments and labs.

** Additional information is available on the CDC website. https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html