



Tech Buy Upgrade 12.2 – July 2012

The Tech Buy System will be unavailable from Friday, July 20, 2012 at 9 pm until Sunday, July 22, 2012 in order for all upgrades and functionality to be integrated into the TechBuy system. The system will be live again on the evening of July 22, 2012.

1. Improvements have been made to the search capabilities.
 - a. For example when searching for a part number or SKU number, if no search results are available, the system will look for previous orders of the part number.
 - b. In the simple search, the search capability is an “all of these words” search meaning all of the words entered must be present in order for a match to display in product search results. If no search results are available, the search engine will expand this to use “any of the words.”
 - c. Advanced search is often used when a shopper is searching for more specific criteria, such as a specific supplier, manufacturer number, etc. When advanced search is used and multiple criteria fields are populated, and if no search results are available, the system will automatically “open up the search.” It will remove the additional criteria and only search for keywords and/or part numbers in an effort to locate the item the users is looking for.
 - d. In some cases, even after the new features above are added, the user will still not be able to find the item or service they need. In this case, a new option is made available that allows shoppers to communicate their “need” or feedback to the system administrator.
2. A new message will display when performing searches that will detail if free shipping is available and at what dollar level it applies.

[Data Logger, Chemglass, 6 Chan](#) from Chemglass Life Sciences LLC

Part Number

CG-16002-02

Manufacturer Info

[CG-16002-02](#) - (Chemglass Inc.)



6,595.00 USD

Free Shipping over 50.00 USD

200mm, EA

1

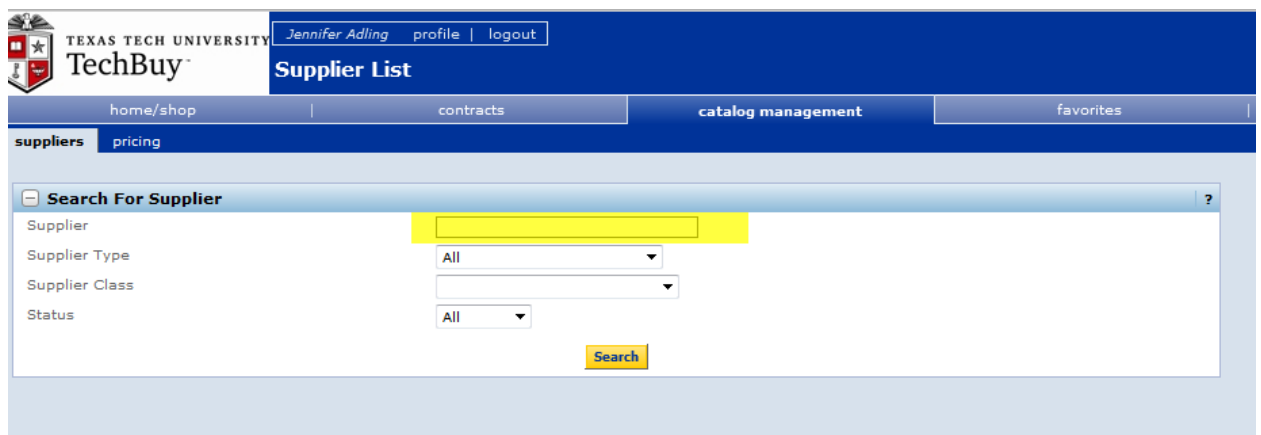
Add to Cart

[add favorite](#) | [compare](#)

3. View-only permissions for supplier profiles. A new feature has been added that enables users to view supplier information.



Search for the Supplier by entering either a portion or the entire name (we recommend a portion of the name).



Select the correct vendor from the search results.

You will be able to see the vendor information.

There are several tabs, each one contact different information. The “R Number” is listed on the general tab.

TEXAS TECH UNIVERSITY TechBuy Jennifer Adling profile | logout

Supplier Profile - Summus Staples HSC

home/shop | contracts | catalog management | favorites | organization setup

suppliers pricing

Supplier: **Summus Staples HSC**

Summary | General | Contacts | Contracts | Fulfillment Addresses | Remittance Addresses | Item/Price | Showcase/Classes | Integrations | Price File Approvers | History

General Supplier Info		Default Ordering Info	
Supplier Name	Summus Staples HSC	Order Distribution	cXM
Supplier Number	R10215994		Mar
Enabled	✓	Payment Method	Pur
Supplier Classes		Addresses	
Search Preference	1	Ordering Address	Phc
Order Acknowledgement	✗		Fax
Advanced Ship Notice	✗		Adc
e-Invoicing	✓	Remittance Address	Phc
			Fax
			Adc
		PO Clauses	
			Ther

- FOR THOSE WITH APPROVAL PERMISSION ONLY - when accessing a document for approval, the approver was required to access the documents one at a time from the approvals page. With this new feature, the approver can open a requisition, purchase order, invoice, or sales order for approval, and navigate between the documents that are in the folder. On the document there is a next and previous link (similar to the document search navigation).

requisition purchase order invoice sales order fulfillment

Return to Approvals

Folder: New Supplier

Toggle here between approval transactions.

View/edit by line item...

5. New Date Options in the Document Search Feature

The following ADDITIONAL date options were added to Document Search:

- Last History Date: This refers to the date the last entry was made on the history tab (audit trail) of the document. This can be used to track things such as when a matching activity occurred on a PO or when a PO was sent to the supplier.
- Older Than X Days: This option allows users to search for documents that are older than a certain number of days. For example, if you want to find all PO's that are older than ten days by allowing users to search by a specific number of days, it gives users the ability to create their own relative date range and save their search to be run again.
- Newer Than X Days: This option allows users to search for documents based on future dates. For example, you can now search for an invoice that has an accounting date that is newer than 10 days. This means that the invoice has an accounting date that is at least 10 days from now or greater. It uses a start date of 10 days from the current date
- Older Than X Date: This date option allows users to search for documents that are older than a specific date. For example, if you wanted to look for all PO's that were older than June 1st, you could do so using this relative date range.
- Newer Than X Date: This date option allows users to search for documents that are newer than a specific date. For example, if you wanted to search for invoices that had an accounting date newer than June 1st you could do so using this relative date range.
- Last X Days: This option allows users to search for documents that have a date in the last X days. For example, you could use this to look for all requisitions that completed workflow in the last 10 days.
- Next X Days: This option allows users to search for documents that have a future date in the next X days. For example, an AP clerk can use this to search for all invoices that have an accounting date in the next 15 days.

























6. Document Attachment Identification Icon – there will now be a paperclip icon present (next to the document number) on the results page to indicate that there are attachments associated with the document. Clicking on the icon will open the document and take the user director to the attachments tab. The icon is available for all requisitions, purchase orders and invoices that have attachments.

search | sales invoice history | shipment history | exports | saved searches

start new search | edit search

Showing 1 - 20 of 616 results

Results per page 20

Document Number	Document Type
✓ P0165687 	Purchase Order
✓ 807512 	Requisition
✓ P0165686 	Purchase Order
✓ 807508 	Requisition
✓ P0165685 	Purchase Order
✓ 807398 	Requisition
✓ TB002206 	Purchase Order
✓ 807369 	Requisition
✓ TB002205 	Purchase Order
✓ 807367 	Requisition
✓ TB002204 	Purchase Order
✓ 807391 	Requisition
 806801 	Requisition
 802663 	Requisition
 802661  	Requisition
✓ PT000575 	Purchase Order
✓ 802142 	Requisition
✓ V9100518 	Invoice
✓ V9100517 	Invoice
✓ P0156486 	Purchase Order

Results per page 20

Filtered By

Type: All Documents
Date Range: All Dates [remove all]

Business Unit

☒ Texas Tech University (Texas Tech University)

Save Search | Export Search

Refine Search Results ?

Type
All Documents

Date Range
All Dates

Supplier

A Pony For Your Thoughts (1)
Abacus Computers Inc (6)
Agilent Technologies Inc (12)
American Type Culture Collection (ATCC) (3)
Apple Inc (32) [more]



Department

TTU-PURCHASING & CONTRACTING (TTU-PURCHASING & CONTRACTING) (517)
No Department (99)

Owner

Amy Muffo (1)
Cathy Limon (304)
Jennifer Adling (3)
Jennifer Adling (161)
Jill Lindsey (3) [more]

Product Flags

 Controlled substance (8)
 Hazardous material (34)

End of 12.2 Release Notes