

Procurement Services Announcements

Tuesday, July 8, 2014

1. We are in the final stages of moving the online pcard test to the Sum Total site. All procurement card cardholders will be required to take this online review and quiz by December 31, 2014 and then annually thereafter. Detailed information will be sent to the pcard reconcilers when the site is operational.

2. The next Procure to Pay Classes will be held:

July 30th Doak Training Room 156 from 2:30 to 5:00

http://rod.sumtotalsystems.com/ttu/app/management/LMS_LearnerHome.aspx?FromLogin=1

3. The next Account Code Training for Expenditures Class is listed below. Registration is in the Sum Total Site under AFISM >> Procurement. This class will benefit users on the account code requirements.

August 26th Doak Training Room 155 from 11:00 to 12:00

http://rod.sumtotalsystems.com/ttu/app/management/LMS_LearnerHome.aspx?FromLogin=1

4. Effective August 1, 2014, all campus orders for Top Tier Catering will be processed through the TechBuy purchasing system. Departments will use the America to Go punchout to place these orders. The system will process the request for catering and will encumber funds for the transaction. A special process will be used for transaction in the following fiscal year.

Hospitality Services and Procurement Services are inviting you to a training event to demonstrate the new system. The event will be Tuesday, July 15, 2014 at 1:30 pm at the Merket Alumni Center. Refreshments will be provided as well. Registration is not required.

The training document is available on the Procurement Services website:

<http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/PurchasingAndContracting/Training%20and%20Work%20Aids/TTU%20-%20America%20To%20Go%20E-Procurement%20Template%20Process%20Flow%20-%2006%2026%2014%20-%20DRAFT.ppt>

5. A new workflow rejection has been created. This will require users of Techbuy to use the latest version of a form in TechBuy. If you use an older version, the order will auto-reject and the user will need to create the order on a new version. This was necessary as some of the old versions did not have all of the required fields and did not go through all of the current workflows.
6. Because of ordering issues, we now will only allow one vendor per requisition in TechBuy. Procurement Services has a training guide for managing your carts to assist with this:

<http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/PurchasingAndContracting/Training%20and%20Work%20Aids/Creating%20and%20Managing%20Carts%20in%20TechBuy%20-%20Phoenix.pdf>

7. New contract awarded to Safelite Auto Glass for auto glass repair and replacement. Vendor is now available in TechBuy. This is not a mandatory agreement. A purchase order may be setup for this. In addition, Safelite does not accept the Voyager card at this time.
8. Chemical orders – EH&S will not require these orders to be separated out (ex. chemicals to central receiving and other supplies to your desktop) if there will be an additional shipping charge. Please note Fisher and VWR do not charge shipping and handling as long as your order in Techbuy. They may charge haz mat and dry ice charges. Most other vendors do charge shipping and handling.
The chemical training guide is available on the purchasing website:
<http://www.depts.ttu.edu/Procurement/news/How%20to%20Requisition%20Chemicals%20under%20the%20Gateway%20System%20Master.pdf>
9. Effective September 1, 2014, chemicals and gases will be coded separately.

Chemical will be coded:

7C0061	MS Chemicals and Gases	7310	Y		Chemicals and gases; does not include cleaning solutions, antiserums
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7C0905	MS Chemicals and Gases Lab	7310	Y		Chemicals and gases; does not include cleaning solutions, antiserums for labs
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Biologicals will be coded:

7C0062	MS Serums DNA Antibody Cultures	7310	Y		Antibodies, cultures and serums
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7C0930	MS Serums DNA Antibody Cultures Lab	7310	Y		Antibodies, cultures and serums for labs
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Gases will be coded:

7C0063	MS Gases	7310	Y	N	EFFECTIVE 9/1/14 FOR FY15 Gases; does not include chemicals
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7C0931	MS Gases--Lab	7310	Y	N	EFFECTIVE 9/1/14 FOR FY15 Gases for labs ; does not include chemicals
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It is important to code these correctly. Coding incorrectly will cause an order to go through additional approvals if it is not required.

Procurement Services also has a training guide for account codes used in the purchase of goods or services. The training guide has a good description of each account code.

<http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/PurchasingAndContracting/Training%20and%20Work%20Aids/Account%20Code%20Descriptions%20REVISED%20060114.xlsx>

10. When you are submitting TechBuy requisitions for airfare for guests or prospective employees, please email TechBuy Support and ask for rush processing so that they will be completed same day. The vendors pricing is only good for the day of the quote.
11. The next Procurement Services will be scheduled for the end of September. Additional information will be provided on date/time/location.