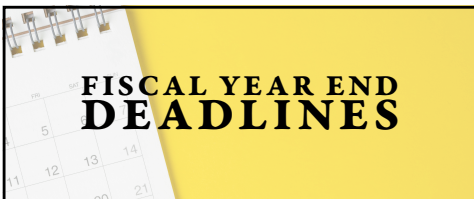## Procurement Services Tip of the Month

When creating a requisition, users who are listed under the "Prepared For" field, must have shopper authority under all the FOPs that are tied specifically to that order. If a user under the "Prepared For" field does not have permission, the requisition will automatically return back to the submitter.

No time to siesta, it's a Small Business Fiesta!
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Frazier Alumni Pavilion

FISCAL YEAR END DEADLINES

Please review this section to see Fiscal Year End deadlines. If any questions or concerns arise, please contact the Procurement Services Office.

CLICK HERE TO READ MORE

PROCUREMENT REMINDERS

Procurement Services would like to announce the new research initiatives Vendor Performance Feedback. Please also review this section to see reminders from each team within the Procurement Services department.

CLICK HERE TO READ MORE

TRAININGS

Introduction to TechBuy, Procure to Pay, Managing Contract Administration, Chrome River for Travel and Chrome River for Pcard Trainings are available for registration.

CLICK HERE TO READ MORE

EMPLOYEE SPOTLIGHT

Please help us welcome our two newest employees: Miranda Ramos with the Strategic Acquisitions team and Troy Turnipseed with the Business Intelligence team
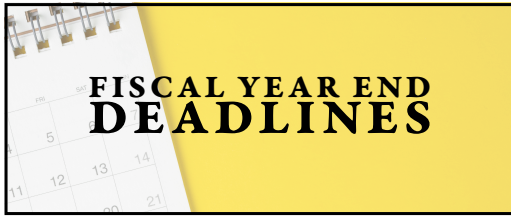
CLICK HERE TO READ MORE

CURRENT OPENINGS

Procurement Services is searching for the newest staff members. Be sure to check out and apply to the current open positions.

CLICK HERE TO READ MORE

Fiscal Year End Deadlines

FISCAL YEAR END DEADLINES

In continued efforts to support the needs and expectations of the campus community, the Operations Division, in partnership with Procurement Services, has set end-of-fiscal-year deadlines for furniture purchases (totaling more than $1,500) and facility project requests. These updated deadlines will support a distribution of resources to better address project scopes and fund processing to meet end-of-fiscal-year financial guidelines.

Furniture (totaling more than $1,500) and facility project requests requiring an initial start date or completion during FY24 (through August 31st) must be submitted on or before Thursday, February 29, 2024. Project requests should be submitted via the Operations Division portal TMA iServiceDesk - Texas Tech University-Physical Plant (ttu.edu). Any project request submitted after Thursday, February 29th, 2024, will need to be approved by the Space Allocation Committee (SAC) and/or executive leadership.

Furniture procurement requests must comply with Operating Policy 72.09 and will follow the regular process, with the requisition being submitted through Procurement Services via TechBuy.

Please note that the approval by the Operations Division represents that the department may proceed with the process. The transaction must still comply with procurement and contract requirements, including those found in Operating Policy and Procedures 72.01 and 72.09.

The Procurement Services 2024 Fiscal Year-End Deadlines can be found here.

Project and furniture requests for fiscal year 2025 starting September 1, 2024, or later must be submitted by June 1, 2024.

We appreciate the campus' assistance as we adjust to these fiscal year-end deadlines. If you have any questions or need additional information, please contact Work Control at 742-4OPS or Strategic Acquisitions at strategic.acqusitions@ttu.edu.

TEXAS TECH

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2680 Drive of Champions
June 4, 2024
8:00 AM – 12:30 PM
BRING YOUR BUSINESS CARDS FOR THE EXPRESS CHECK IN LINE AND A CHANCE TO WIN EXCITING DOOR PRIZES, INCLUDING A ROUNDTRIP TICKET PROVIDED BY SOUTHWEST

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JPMorgan QuickPay

JPMorgan Chase QuickPay program can save you time when submitting requests for gameday security or officials, UIL judges, and Participant Payments. Individuals can be paid via an email or text message similar to Venmo or Zelle. This saves you time by cutting out the requisition (direct pay) process and saves our team's review time by allowing a file upload to JPMorgan. If you have any questions about the process, please contact us.

Vendor Performance Feedback

TTU's Procurement Services department highly encourages departments to provide feedback on any vendor. Feedback can include positive and negative feedback. Procurement Services will monitor all such feedback and will mitigate any serious issues. Feedback will be shared with the vendor. The feedback may also be used in any future evaluation/award of a contract to that vendor.

Research Initiatives

- In an effort to support the university's research initiatives, Procurement Services will be entering into several new contracts with strategic vendors that will aide in research efforts.
- Procurement Services will be partnering with faculty and staff across the TTU campus to establish a Research Procurement Council foused on improving processes and developing resources to better assist researchers at the university
- Procurement Services will be developing training guides, video snippets of quick tips and tricks, and training sessions focused on the Procurement Services processes for Researchers and Administrators
- Procurement Services has established a Research TEAMS channel and we need feedback from you all on what you need. What vendors are you having issues with? What vendors do you need that are not easily accessible? What upcoming projects do you have that we can help you get started? What processes do you not understand that we can provide better training resources for? Please email techbuy.purchasing@ttu.edu to be added to the Teams channnel.

Strategic Acquisitions Reminders

- FY25 will open in TechBuy on April 1, 2024. 9/1/2024 must be used as the accounting date for all FY25 transactions.
- **Foreign orders** – please note that we are experiencing higher freight costs and longer transit times on goods and equipment imported from foreign vendors. Depending on the goods being imported, additional certifications and regulations may be required from U.S. Customs, causing additional delays. Our team is happy to assist with finding comparable domestic options to reduce the additional fees and lead times. *The invoice for the shipment and customs fees will be sent separately from our Customs Broker, so this price is not included in the vendor's quote.

Business Intelligence Reminders

- Friday, March 15, 2024, Jaggaer will apply its first update for the calendar year 2024. To accommodate the update, Techbuy may experience downtime at approximately 8:00 PM on Friday, March 15 through Sunday, March 17th to accommodate the update. Any updates to the user experience will be shared with our TechBuy users. Please be on the lookout for the latest information.

Payment Strategies Reminders

- After 12 years of service Karla Rankin in Payment Strategies will be retiring. Karla's last day will be May 31, 2024.
- Please add a comment from your TechBuy PO to email recipient payment.strategies@ttu.edu with your payment-related questions.
- There is an Invoice dashboard and a Receiving dashboard on the TechBuy Homepage. These dashboards will show users their purchase orders that have been paid fiscal year to date, any pending payments that cannot be completed until a receipt has been completed, and instructions on how to create receipts in TechBuy. Please contact techbuy.purchasing@ttu.edu for assistance withh creating personalized dashboards.

Procurement Card Services Reminders

All Pcards issued by CitiBank are embedded with Chip/PIN technology. Anytime you are at a card terminal that asks for the 4-digit PIN to complete the transaction, you must enter that PIN assigned to the card. If you are unsure what that PIN is, or have forgotten it, please call 1-877-905-1855 for Citi's automated system to walk you through resetting the PIN.

Voyager Card Reminders

- Please refer to this link to find an accepted merchants for the Voyager card: https://www.fleetcommanderonline.com/app/public/merchantLocator.do.
- The Voyager Fleet Card is accepted nationwide at more than 320,000 locations. Look for the Voyager Network symbol or use the link above or the Voyager Mobile App to pinpoint locations and more.
- We get a lot of requests to unlock Voyager cards due to invalid PIN numbers. Be sure you are checking with your department when you check out the vehicle with the Voyager card so are aware of what the PIN, otherwise know as the vehicle ID is, before you leave. The PIN will never be all ones, zeroes, or 1234 for security reasons.

Travel Services Reminders

- All Travel cards issued by CitiBank are embedded with Chip/PIN technology. Anytime you are at a card terminal that asks for the 4-digit PIN to complete the transaction, you must enter that PIN assigned to the card. If you are unsure what that PIN is, or have forgotten it, please call 1-877-905-1855 for Citi's automated system to walk you through resetting the PIN. Click here to see the guide at the end of this newsletter for more information.
- The State of Texas has mandated that Hotel Engine be used to book all lodging arrangements for business-related travel when using state-appropriated funds, starting with 11, 12, and 14. All state travel with a travel date starting January 1, 2024, must be booked through Hotel Engine. Please click this link to request access to Texas Tech University's Hotel Engine account: https://www.hotelengine.com/join/tx-texas-tech-university-system.
  ◦ Here is a link to the Comptroller's page with additional traveler resources: https://comptroller.texas.gov/purchasing/programs/travel-management/hotel/
- Reminder that when submitting a pre-approval, advance request, or final expense report in Chrome River, the report name must be the following: trip dates followed by the destination city and/or country. For example: 4.16.2024-4.24.2024 Dallas, TX or 4.16.2024-4.23.2024 Paris, France. There is no need to include the traveler's name as it is being entered on the traveler's dashboard, so we already have that information. You can add a conference name or advance after the destination if desired.
- You must include in the business purpose the reason for the trip and the benefit to the University and/or grant. We are seeing a lot of reports lately that is missing this information.

Vendor Services Reminders

- Please remember when submitting a requisition in TechBuy, enter the vendor information using key words to search for the vendor before manually entering the vendor information.
- Submit all requests for updates via a comment on the requisition or PO and the Vendor Services Team will contact the vendor for any required forms.
- Vendor Services is extremely busy and working through a high volume of email requests, but we are happy to help. If you have any questions, please feel free to call this team.

TRAININGS

Introduction to TechBuy Training

The Introduction to TechBuy class has been moved from Doak Hall to TTU Plaza. The next in-person scheduled class is March 28, 2024, from 9:00 – 11:30 AM. Users can sign up for the class through Cornerstone.

Procure to Pay Training

TTU Procurement Services will host a Procure to Pay Training on Tuesday, March 19, 2024, from 2:00PM-4:00PM via Microsoft Teams. This will cover the procurement process from requisition submittal to encumbrance closeout. This training is mandatory for TechBuy users with Shopper, Requester, and Approver roles. If you are new to TechBuy, this class is required, but we also encourage anyone who would like a refresher to attend. to receive the latest training. Please contact strategic.acquisitions@ttu.edu if you would like to be sent an invitation to this training.

Mastering Contract Administration Training

Mastering Contract Administration is available for registration on Cornerstone. The next course is scheduled for April 9, 2024 at 10am.

Chrome River for Travel

Chrome River for Travel training is available for registration in Cornerstone. Please look under the Chrome River for Travel tab for new dates.

Chrome River for Pcard

Chrome River for Pcard training is available for registration in Cornerstone. Please look under the Chrome River for Pcard tab for new dates.

CURRENT OPENINGS
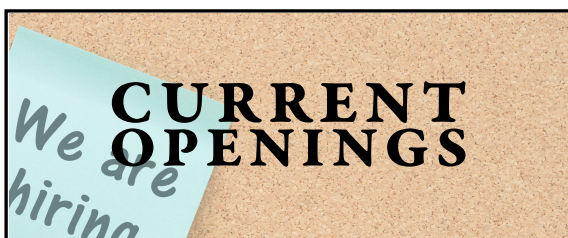
Please see our current vacancies:

*Payment Strategies Specialist (36156BR)

*Vendor Services Section Coordinator (36640BR)

*Travel Services Specialist (36641BR)

Please apply on the **TTU job portal** or by clicking the links above.

EMPLOYEE SPOTLIGHT

Please join Procurement Services in welcoming our newest staff members:

*Miranda Ramos - Strategic Acquisitions

*Troy Turnipseed - Business Intelligence