

Procurement Services Announcements
Wednesday, April 19, 2017

1. Guest Vendor- Scarborough's- Jason Lipetska
2. Guest Speaker-Saundra Wilhite Contracting Manager-Renewals
3. The homepage for TechBuy will be updated to a dashboard. The dashboard has been created to put items most useful to our end users at their fingertips. These items include TechBuy Support's email, how to guides, and frequently used forms. In addition, end users may also create their own custom dashboard, specific to their needs. Instructions may be found at [Creating Personal Dashboards in TechBuy](#). This will be effective 4/19/2017
4. New feature in Jaggaer now shows how large and what date the attachments were uploaded on the requisition summary pages. Please keep in mind that orders over 10Mbs cannot be sent via email distribution. For order with a lot or large attachments, please look into zipping the files and attaching them to save space.
5. At the end of March, the change order form was updated to include more information. We are now requesting the total of the original order. This will not include any previous change orders. There is a spot to list the total of any previous change orders that have been submitted to process an increase on the original order. This will not include the current change order or the original order submitted. The field previously marked "Additional Details" is now required with a detailed description of why the change order is necessary. Give as much detail as possible. The more documentation provided, will assist the Purchasing Team in processing change orders promptly and accurately.

Some text was also added to the information paragraph at the beginning. Change orders are not required to increase an order when the increase is to cover solely shipping and handling costs. Also, change orders should not be submitted for orders in TB status. Order numbers beginning with "TB" are temporary numbers. Instead, please email the person that emailed you to request a FOP change.

"While best practice would be to have a quote on every order, we understand it's not always practical or efficient on low value purchase orders.

Backing up your purchase requisition with pricing information such as a quote, email with pricing, or screenshot of website pricing would support and assist if any transactional issues were to arise with invoicing, or a dispute at a later date around the original terms of the order.

A quote is required for all requisitions between \$15,000 - \$40,000."

6. The [Independent Contractor Questionnaire](#), also known as the ICQ form, has been updated and posted on our website. We encourage you to start using this form immediately. An ICQ is required for any vendor that is an individual or sole proprietor that is providing services. We do not need for research participants or commodities. The tax compliance office will speak about this at the May forum.
7. Reminder that Techbuy opens up for FY 18 May 1. Remember you must have 9/1/2017 in the accounting date on the requisition otherwise the order will go through as current year. We will post the deadlines for FY 17 with the minutes. In addition we will have year-end training classes available in Sum Total by the end of this week. I highly recommend these classes especially if you are new to this process.

8. New Account Codes for Unmanned Aircraft - Reminder – drones/unmanned aircraft is not allowed on PCard

Three new account codes have been added for Unmanned Aircraft (i.e. drones) for Charts T & S. Unmanned aircraft, regardless of dollar amount, is not allowed on procurement cards.

- 7C0137 Unmanned Aircraft Noncapital (unit cost less than \$500),
- 7C0191 Unmanned Aircraft Controlled (unit cost greater than \$500 and less than \$5,000), and
- 7J0021 Unmanned Aircraft Capitalized (unit cost over \$5,000).

Unmanned Aircraft has detailed definitions and policies that are outlined in OP 76.07: Purchasing Approval and Flying of Unmanned Aircrafts Systems on Texas Tech Property. We will have a how to guide posted next week for Drones.

9. Mark your calendars for this year's [Small Business Expo](#) on Wednesday, May 3, 2017 at the McKenzie-Merket Alumni Center.

10. We have Procure to Pay Classes scheduled as below:

April 28th, 2017

May 19th, 2017

June 30th, 2017

July 28th, 2017

October 27th, 2017

November 17th, 2017

December 15th, 2017

Doak Training Room 156, 2:45- 5:00

Account Code Training for Expenditures 5/10/17; 6/7/17; 6/21/17

PCard Training 4/25/17

Travel Training for the Travel Preparer 5/04; 5/11; 6/13

Registration is available in the Sum Total System [Sum Total Registration](#).

11. The following Procurement Services Forums have been scheduled for the following dates;

May 17, 2017, 3:30 PM - 4:30 PM Lubbock Room