

Procurement Services Announcements
Wednesday, February 15, 2017

1. Guest Vendor- Summus Staples- Liz Gurrola, Liz.Gurrola@staples.com
2. Guest Speaker- Lesley Washington-Procurement Services
3. Guest Speaker- Josh Deleon-Contracting Office
4. Guest Speaker- Elizabeth Young-Purchasing Office RE Ship to Addresses

Procurement Services has coordinated updating the TTU shipping addresses with TTU Operations Division and the US Postmaster. The shipping addresses have been converted from intersection addresses to physical addresses. This change is to assist our vendors and shippers in delivering goods to the appropriate department in a timely manner.

Each Techbuy user will need to add the appropriate updated address(es) to your TechBuy profile. It is important that the changes are made as the current addresses will be phased out and will be inactivated by August 31st.

Please reference the guidelines for setting up the new address(es) that are located on the purchasing website, under training and work aids. <https://www.depts.ttu.edu/procurement/resources/training-and-work-aids/documents/purchasing/procurement-techbuy-ship-to-address-management.pdf>

Any questions, or requests for assistance, may be directed to techbuy.purchasing@ttu.edu

5. An updated listing of our negotiated contracts from Procurement Services RFP awards has been posted on our website. You will find this under the Purchasing>Training and Work Aids>Purchasing Contracts and Cooperatives> List of University Negotiated Contracts.
<https://www.depts.ttu.edu/procurement/resources/training-and-work-aids/documents/purchasing/purchasing-list-of-university-contracts.xlsx>
6. A new Institutional Participation Agreement with Plus Relocation Services, Inc., through the UT Alliance Cooperative is now in place. This contract is for global relocation management services, helping to find temporary housing, make travel arrangements, and even manage properties while on assignment. <http://www.plusrelocation.com/>
7. Punch-out news! CDWG has a new HUB partner, MPulse and we are working on bringing their punch-out back up in Techbuy. MSC is changing to a new HUB partner Guardian Industrial Supply, this should not affect the punch-out except for the vendor name change. GovConnection is now called Connection, they are working with a new HUB and we hope to have that punch-out back up as well. The new furniture punch-out we are working on is with Navajo for the Herman Miller line. The Hon line will not be far behind.
8. SciQuest, the Purchasing Software System we currently use has changed their name to Jaggaer. Our internal name Techbuy, will remain the same. No additional changes are expected with this name change.

9. This is a reminder not to put social security numbers and confidential banking information in the comments of the requisitions. This information can be included on attachments, for example ICQ's, as that information can be removed upon approval. Personal and banking information should also not be included with travel and PCard documentation.

10. Payment Services has new payment terms for vendors. They are as listed below:

SUA (single use cards) vendors are 5 days

ACH (direct deposit) are 15 days

Check vendors are 30 days

If you have any questions about the payment methods, please email payment.services@ttu.edu

11. Mark your calendars for this year's Small Business Expo on Wednesday, May 3, 2017 at the McKenzie-Merket Alumni Center. <http://www.depts.ttu.edu/procurement/small-business-expo/>

12. A final invitation to join our Central Amazon Business Account for PCard was sent and will expire, tomorrow, February 16th. Anyone wishing to join after the expiration will need to contact purchasing.pcard@ttu.edu

13. Avis/Budget has provided a new rate sheet. It is located in the Online Travel System under Help >> Links >> TTU Rental Car Rates.

14. A Food and Entertainment Expenditures Report (FI311) is available in Cognos. Parameter selections allow you to run multiple years, posting periods, by division, department, fund, or organization code.

15. A Travel Spend Report is available on the Procurement Services website <http://www.depts.ttu.edu/procurement/reports/> The report provides travel spend by department for In-State, Out-of-State and Foreign expenditures as well as Registration, Group Travel, etc. There is a comparison for the same period from the prior fiscal year and overall total for the prior year. For detail regarding these expenditures, please contact kay.wall@ttu.edu

16. We have a Procure to Pay Classes scheduled for February:

2-22-2017 Doak Training Room 156, 2:45- 5:00

Travel Training 3/13, 4/11

Account Code Training 3/15

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

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

Mar 22, 2017, 3:30 PM - 4:30 PM Lubbock Room

Apr 19, 2017, 3:30 PM - 4:30 PM Lubbock Room

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