TechBuy New Release 11.1

The TechBuy site will be unavailable from 10 pm, Friday, March 25, 2011 until Sunday, March 27, 2011 for upgrades. On Monday, March 28, 2011, the following new updates will take effect.

Please contact techbuy.purchasing@ttu.edu if you have any questions or need one-on-one training relating to the new release.

1. You will now have the ability to add a comment to your profile. You cannot copy another person as you can on the other comment sections (if you need action taken on your profile, email techbuy.purchasing@ttu.edu). This might be beneficial to store info about your profile setup.

2. Improved Shipping Address Selection Functionality

Click on the edit tab to edit the ship-to.
A new expanded ship-to selection screen comes up.

You can simply alter the contact name, phone, email, and room number on your default ship-to.
Save changes for future use

Make sure the information you entered is correct for checkout.

Contact Name: Jennifer Ading
Phone: 
Email: jennifer.ading@ttu.edu
Address Line 1: Texas Tech University
Address Line 2: Aud/15th and University
Rm/Building: 300
City: Lubbock
State: TX
Zip Code: 79409
Country: United States

Save this address for future use: [ ]

Name this address (e.g. Main St): [ ]

Check if you want to change this address to your default, then save.

Click to save for future use.

Rename the address so that you can easily remember it. Try "my office" or "Dwane Hall 347" otherwise, it will just store the ship to code name.

Or choose from other addresses you have stored in your profile.
### Or choose from your addresses...

<table>
<thead>
<tr>
<th>TLU011</th>
<th>TLU030</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Adling</td>
<td>Jennifer Adling</td>
</tr>
<tr>
<td>[Phone]</td>
<td>[Phone]</td>
</tr>
<tr>
<td><a href="mailto:jennifer.adling@ttu.edu">jennifer.adling@ttu.edu</a></td>
<td><a href="mailto:jennifer.adling@ttu.edu">jennifer.adling@ttu.edu</a></td>
</tr>
<tr>
<td>Texas Tech University</td>
<td>Texas Tech University</td>
</tr>
<tr>
<td>Audit/15th and University</td>
<td>Orane Hall/15th and University</td>
</tr>
<tr>
<td>360</td>
<td>360</td>
</tr>
<tr>
<td>Lubbock, TX 79409</td>
<td>Lubbock, TX 79409</td>
</tr>
<tr>
<td>United States</td>
<td>United States</td>
</tr>
</tbody>
</table>

- Click here to use this address.
- Click here to edit this address.
- Make this your default.

### Or select a new address...

- You can search by address nickname or use the address text field to search for any part of the address (e.g. street, building name, city).

<table>
<thead>
<tr>
<th>Ship To Code</th>
<th>Address Text</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Search under "address text" for the building. All ship to's are set up by the building. TIP!! Search for the first few letters of the building name (ex. rec for rec center or adm for administration).

### Or select a new address

3. Improved workflow approvals
With previous versions of TechBuy, even if a person preparing a requisition had approval authority (requestor, approver, or financial manager), the user would still have to go into the approvals tab, assign the order to them and approve it. With the new workflow, if you have approval authority THE ORDERS WILL NOW AUTOMATICALLY APPROVE. If you have a permission to approve but don’t want to approve, you need to assign your requisitions to the person who should approve it. There is no workaround for this new workflow. The benefit is that this will greatly expedite all orders in TechBuy and should result in a faster system.

In the history tab on the requisition, the step will say, “requisition step auto approved”