



TEXAS TECH UNIVERSITY

Department of Chemistry & Biochemistry™

Ordering and Receiving

Ordering

1. There are a few ways you can place an order. No matter what you do, be sure to include at the very least the 5 INFO ITEMS (Vendor, Item Description, Item #, Price, FOP).
 - A. Via electronic carts in Techbuy (our online ordering system for Main vendors such as Fisher, VWR, Sigma, Staples, Dell, Apple, etc. If you need access, contact the Business Manager) <http://techbuy.ttu.edu/>.
 - B. Via paper order forms (Can be turned in electronically or manually): https://www.depts.ttu.edu/chemistry/Departmental/Purchasing_Request.pdf.
 - C. Via an email with links, pdfs, attached quotes, etc. Be sure the 5 INFO ITEMS are covered.
2. All orders will be entered within two (2) business days (or we will notify you if the timeline differs). If you would like a copy of your purchase order, just let us know.

Receiving (Chemistry Building)

1. Incoming shipments are received in the Departmental Stockroom (Chem Room 117) from various sources and logged.
2. Stockroom employees distribute all packages with TTU/Departmental Receiving Reports attached.
3. After inspection of package(s), indicate on the Receiving Report/Packing Slip if the order is complete or not. Return the Receiving Report and any packing slips to the Business Office (Room 125) within 5 business days of the shipment arriving. You may drop paperwork off in the mailroom (Lisa Thomas), scan and email them, or drop them off in CHEM Room 125 Business Office.

Receiving (ESB2)

1. Incoming shipments are received at the reception desk or on the loading dock.
 2. Stockroom employees check for packages daily at 9:30 a.m. and 1:30 p.m. and deliver them to the 3rd and 4th floors.
 3. After inspection of package(s) indicate on the Receiving Report/Packing Slip if the order is complete or not. Return the Receiving Report and any packing slips to the Business Office (Room 125) within 5 business days of the shipment arriving. You may drop these items off in the ESB2 mailbox/dropbox, scan and email them, or drop them off in CHEM Room 125 Business Office.
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- Please notify the Business Office as soon as possible about damaged deliveries. We often have short windows to resolve these items with the vendor.
 - Many times the university will not pay an invoice until we show receipt. Late invoices incur late fees. That is why we ask that you please let us know within 5 business days if you received something and it is okay to pay. We like to avoid paying late charges.