

Procurement Services Forum Minutes

- **Presentation by REMI Group**

REMI has a contract for discounted maintenance of equipment. (Discounted 25%)
<http://www.depts.ttu.edu/procurement/purchasingContracting/documents/Remi%20-%20Discounted%20Maintenance%20Agreement.pdf>

- **Training for finding invoices in invoicing.**

E invoicing is enabled for the following vendors:

Fisher/Duran	Summus/Staples
Lone Star/Office Max	Summus/VWR
Summus/Dell	Compsol/CDWG
Invitrogen	Burgoon/Grainger
Cuevas/Airgas **new	Perkin Elmer **new

Coming Soon!

Bio-Rad (Monday, March 28, 2011)

Fastenal/PDME (by April 1st)

Sigma-Aldrich (by April 1st)

SHI (by April 8th)

Wesco (by April 1st)

Apple Computer (by April 1st)

- **Apple punchout is now live**

- **Wesco hosted catalog will go live by April 1st.**

- **Vendor services** – have two employees so we have split the vendor setup by vendor name, alphabetically. It will assist when you send emails to vendor.services@ttu.edu if you can include the vendors name in the subject line of the email.

- **Copiers on State contract**

The state is cancelling all copier contracts. We will work with each department who has a copier on State contract. Our new preferred contract is with IKON.

Email: Sara.Boen@ricoh-usa.com for quotes or click the contact tab in TechBuy and search for "Ikon."

Demo – how to find Ikon pricing and contract.

- **New Release demonstration**

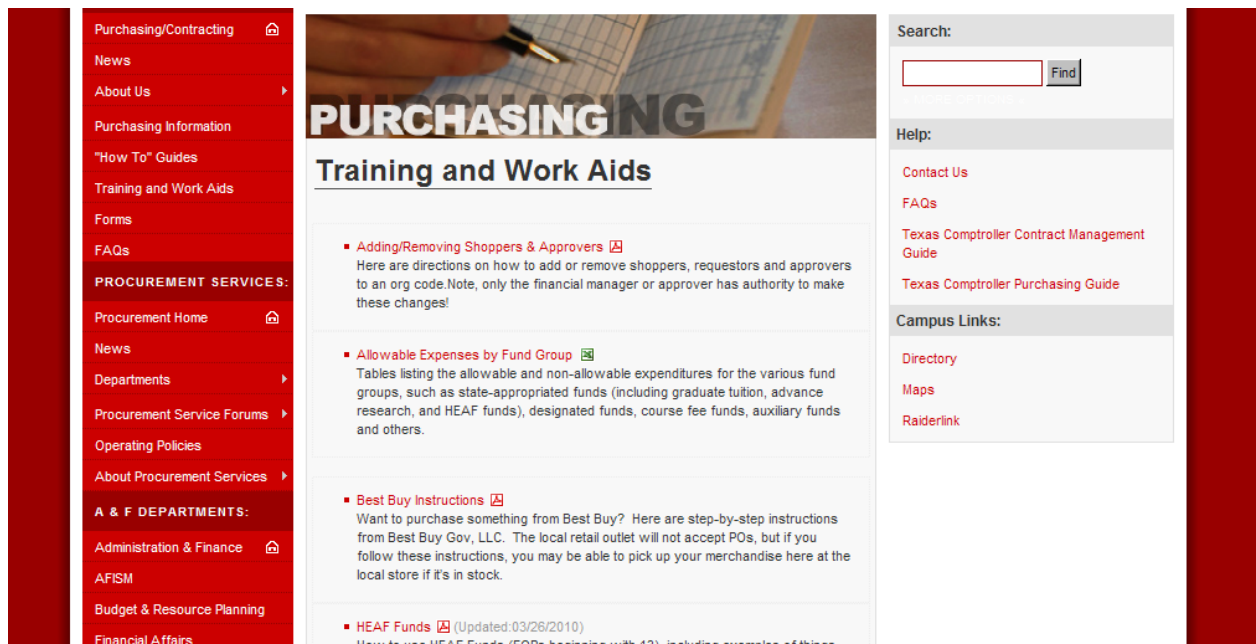
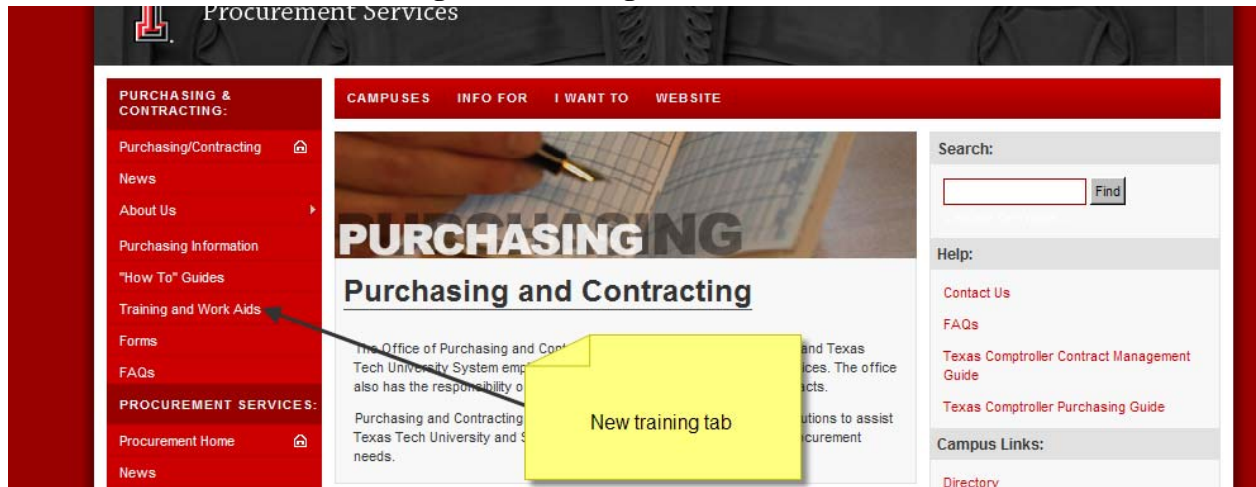
<http://www.depts.ttu.edu/procurement/purchasingContracting/documents/TechBuy%20New%20Release%2011.pdf>

- **Procure-to-pay classes**

- **Friday, April 1, 2011 8-12**

- Thursday, April 14, 2001 1:30-5
- Thursday, May 19, 2011 8-12

- New Tab on the Purchasing & Contracting website.



- We will open up the TechBuy system for FY 12 orders on May 1st.
- Next PS Forum will be Friday, April 29, 2011 at 3 pm.

End of Minutes