

Procurement Services Announcements
May 2012

1. Best Buy now has in-store pick-up. Please follow the instructions below. Once you enter the product in your cart, the punch-out will allow you to choose between the shipping address (there will be a shipping charge) or will allow you to choose a store for in-store pickup.

CART SUMMARY

Transfer Cart

Qty	Product Description	Availability	Shipping or Pickup	Price	Total Price
1	Nikon - 1 J1 10.1-Megapixel Digital Camera with 10-30mm Lens Kit - Silver Item BB11612754	Usually ships within 1-3 business days	<input checked="" type="radio"/> Shipping Address <input type="radio"/> Store Pickup Select store	\$549.99	\$549.99
Product Total: Estimated Standard Delivery: Estimated Tax:					\$549.99 \$9.42 \$0.00
ORDER TOTAL:					\$559.41

2. Fiscal Year 2013 opened up for purchase order transactions on May 1, 2012. A reminder, that all FY 13 transactions ***must be entered in TechBuy with an accounting date of 9/1/2012***. This is only applicable to non-catalog orders. Punch-out and Hosted catalog orders cannot be entered until the FY 13 budget has opened (in late August – see the link below on the year-end deadline process for more information).

3. Fiscal Year 2012 Year-End Deadlines

<http://www.depts.ttu.edu/afism/AFISMFormrepository/ProcurementDept/News/Yearend%20Deadlines%20-%202012.pdf>

Departments are encouraged to check all open encumbrances on Cognos report FI137. To close purchase order encumbrances, email techbuy.purchasing@ttu.edu.

4. FY 12 Fiscal Year-End Training Class (go to the AFISM website to register for these classes).

Tuesday, June 5, 2012 1:30-2:30 pm
Tuesday, June 13, 2012 1:30-2:30 pm

5. E-invoicing updates:

The following vendors are now live with e-invoicing:

B&H Photo
IDT
Chemglass

As a reminder e-invoicing vendors submit their invoices electronically through TechBuy. A paper invoice will not be received. Departments should notify TechBuy support if a product is not received.

6. Comdata Fuel Card – The State of Texas has awarded U.S. Bank Voyager a new contract for the fleet management fuel card program. This means that all Comdata cards will be terminated by September 1, 2012. We will be sending out more information in the coming weeks on what will be required for all current Comdata users to be switched over to the new Voyager card. You may also periodically check <http://www.depts.ttu.edu/procurement/fleet/index.asp> for updates. Please contact Hunter Williams at h.williams@ttu.edu should you have any questions.
7. Future dates for the Procurement Services Forum are (all in 214 at the Ag Sciences Building at 3 pm):
 - 6/27/12 3:30 pm - 4:30 pm AGRI 00214
 - 7/25/12 3:30 pm - 4:30 pm AGRI 00214
 - 8/15/12 3:30 pm - 4:30 pm AGRI 00214