

## Procurement Services Announcements

### October 2013

1. Colby Henning – GovConnection-guest vendor
2. Phoenix is coming! There is a new TechBuy interface that will be rolled out this fall. We will convert all users by December 1. Training is not mandatory but **HIGHLY recommended** as the new interface looks very different from our current format. We have found the new interface is somewhat difficult to navigate unless you are aware of the changes. The following training sessions are still available:
  - a. October 29 10:00-11:00 online training
  - b. October 31 10:00-11:00 online training
  - c. November 6<sup>th</sup> 2:30 pm classroom
  - d. November 8<sup>th</sup> 3:30 pm classroom

Register for all training classes on the AFISM website (class is called TechBuy New Release). Class sizes are limited. <http://www.depts.ttu.edu/afism/Trainingv2/>

3. Account Code Training for Expenditures classes are now being offered. Register on the AFISM website under class category Procurement. Classes are available on October 30<sup>th</sup> and November 14<sup>th</sup>. More will be added as needed. <http://www.depts.ttu.edu/afism/AFISMClassRegistration/ClassRegistration.aspx>
4. Revised Banner Procurement Account Code Guidelines have been posted at <http://www.depts.ttu.edu/procurement/pcard/workaids.asp> and <http://www.depts.ttu.edu/procurement/purchasingContracting/Training%20and%20Work%20Aids/index.asp>
5. Fisher warehouse will be shutting down for their annual inventory on Thursday and Friday November 7 and 8. They will be back on track to fill orders on the following Monday November 11. If customers need rush orders processed, please let Rashila have the PO number/s so that she may get them processed from other warehouses if possible. The customers can call customer service for processing rush orders at 800/766-7000.
6. The TTU IT Division has observed inconsistent network connectivity with a particular Network Interface Card (NIC), Intel's I217LM card, commonly found in Dell's newest line of workstations, OptiPlex 9020's. The IT Division has notified Dell, who acknowledged the problem exists, and we continue to work with Dell to troubleshoot the problem. In the meantime, we suggest avoiding the purchase of machines in this line. Please note our standard desktop bundles are OptiPlex 9010's. For those departments who have already purchased these systems and are experiencing connectivity issues, please contact IT Help Central so that we may track your issue and offer assistance in mitigating the negative effects of these cards. IT Help Central can be reached at 806-742-4357 (HELP) or [ithelpcentral@ttu.edu](mailto:ithelpcentral@ttu.edu) for any questions or for additional information.
7. Eppendorf products must be purchased from VWR unless approval is granted from the Purchasing office. There is free shipping on the VWR contract and the University will receive HUB credit.
8. Starting November 1, 2013, the following changes will take place on chemical orders:

The PI's name, the department, and the room number will have to be included on the requisition.  
The ship to address must be the central warehouse.  
All chemical orders will go through the central Warehouse for bar coding and entered in the PI inventory, and then delivered.
9. Reminder that 14 funds are state funds and will be subject to state purchasing rules.

10. Orders less than \$50 – the University is encouraging departments to consolidate orders so that we can avoid orders that are less than \$50. It costs the Purchasing department about \$25 to complete each PO. In addition, it costs Payment Services \$9 to complete each invoice. Many of our contracted vendors will waive shipping for larger orders. By increasing our minimum orders, the University will realize significant cost savings and efficiencies.
11. Next meeting
  - November 19 @ 3 pm in the Red Raider Lounge