

Procurement Services Announcements
Thursday, October 2, 2014

1. Today's vendor guest will be **Benchmark**. In the next few months Procurement Services and Benchmark will be rolling out a new TechBuy catalog for Benchmark/Xerox. This will make entering these requisitions much easier. It will also allow for E-Invoicing. In addition, Benchmark has been working on improved contract pricing. This will be available to any new copier leases starting November 1, 2014 (it cannot be applied to existing contracts as that pricing is locked in by Xerox).
2. **Travel System Comments Feature** - You may now add comments/messages in the online travel system with information related to a trip. All comments will be emailed to Travel Services and the team will reply by comment through the travel system. The comments may also be printed and submitted with the travel vouchers. Instructions for using this feature are available at <http://www.depts.ttu.edu/procurement/travelservice/workaids.asp>
3. **New Pcard Policy** – a new Pcard policy was effective September 1, 2014. For any reconciliation that is thirty days late, the pcard will be suspended until the reconciliation is received in the Pcard Office. After sixty days, the pcard will be terminated.

Pcard cycles run from the 4th to the 3rd of each month. The statement reconciliation is due on the 15th of each month unless the 15th falls on a weekend or holiday. In that case the reconciliations are due the next business day following the 15th. Starting October 16th, we will suspend pcards for reconciliation that were due on September 15th if they have not been received in the pcard office.

For any questions or exception requests, please email purchasing.pcard@ttu.edu

4. The next **Procure to Pay Classes** will be held:

October 28th, Doak Training Room 156 from 2:30 to 5:00 (May need to be rescheduled)

November 21st, Doak Training Room 156 from 2:30 to 5:00

December 17th, Doak Training Room 156 from 2:30 to 5:00

http://rod.sumtotalsystems.com/ttu/app/management/LMS_LearnerHome.aspx?FromLogin=1

5. **Top Tier Catering** - Effective August 1, 2014, all campus orders for Top Tier Catering will be processed through the TechBuy purchasing system. Departments will use the America to Go punchout to place these orders. The system will process the request for catering and will encumber funds for the transaction. A special process will be used for transaction in the following fiscal year.

The training document is available on the Procurement Services website:

<http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/PurchasingAndContracting/Training%20and%20Work%20Aids/TTU%20-%20America%20To%20Go%20E-Procurement%20Template%20Process%20Flow%20-%202014%20-%20DRAFT.ppt>

6. **New TechBuy Workflow** - A new workflow rejection has been created. This will require users of Techbuy to use the latest version of a form in TechBuy. If you use an older version, the order will auto-reject and the user will need to create the order on a new version. This was necessary as some of the old versions did not have all of the required fields and did not go through all of the current workflows.
7. **One Vendor Per Requisition** - Because of ordering issues, we now will only allow one vendor per requisition in TechBuy. Procurement Services has a training guide for managing your carts to assist with this:

<http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/PurchasingAndContracting/Training%20and%20Work%20Aids/Creating%20and%20Managing%20Carts%20in%20TechBuy%20-%20Phoenix.pdf>
8. **New Printing Contracts** - Purchasing has recently awarded 7 printing contracts; Parks Printing, Action Printing, Slate Group (formally Copy Craft), Craftsman Printers, TTU Health Sciences Center Printing Center, Marfield Corporate Stationery (HUB), and Sir Speedy (HUB). Summus Staples (HUB) will be coming in the following months.
9. **Chemical orders** – EH&S will not require these orders to be separated out (ex. chemicals to central receiving and other supplies to your desktop) if there will be an additional shipping charge. Please note Fisher and VWR do not charge shipping and handling as long as your order in Techbuy. They may charge haz mat and dry ice charges. Most other vendors do charge shipping and handling.
The chemical training guide is available on the purchasing website:
<http://www.depts.ttu.edu/Procurement/news/How%20to%20Requisition%20Chemicals%20under%20the%20Gateway%20System%20Master.pdf>
10. **Coding of Chemicals and Gases** - Effective September 1, 2014, chemicals and gases will be coded separately.

Chemical will be coded:

7C0061	MS Chemicals and Gases	7310	Y		Chemicals and gases; does not include cleaning solutions, antiserums
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7C0905	MS Chemicals and Gases Lab	7310	Y		Chemicals and gases; does not include cleaning solutions, antiserums <i>for labs</i>
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Biologicals will be coded:

7C0062	MS Serums DNA Antibody Cultures	7310	Y		Antibodies, cultures and serums
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7C0930	MS Serums DNA Antibody Cultures Lab	7310	Y		Antibodies, cultures and serums <i>for labs</i>
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Gases will be coded:

7C0063	MS Gases	7310	Y	N	EFFECTIVE 9/1/14 FOR FY15 Gases; does not include chem
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7C0931	MS Gases--Lab	7310	Y	N	EFFECTIVE 9/1/14 FOR FY15 Gases <i>for labs</i> ; does not include
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It is important to code these correctly. Coding incorrectly will cause an order to go through additional approvals if it is not required.

Procurement Services also has a training guide for account codes used in the purchase of goods or services. The training guide has a good description of each account code.

<http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/PurchasingAndContracting/Training%20and%20Work%20Aids/Account%20Code%20Descriptions%20REVISED%20060114.xlsx>

11. **Blanket Order Process** – reminder that the process for blanket orders was changed in January 2014. The new process requires each FOP to be listed on the blanket. This was required as we were not obtaining the appropriate approvals. In addition, State funds (11, 12, 13, and 14) are not allowed on blanket orders (although they can be used on Standing Orders) since blanket orders do not create an encumbrance. The State requires and encumbrance on all purchases.
12. **Guest Travel in TechBuy** - When you are submitting TechBuy requisitions for airfare for guests or prospective employees, please email TechBuy Support and ask for rush processing so that they will be completed same day. The vendors pricing is only good for the day of the quote.

Below is a How to guide for Guest Travel:

<http://www.depts.ttu.edu/procurement/purchasing/howToGuides/documents/Non-Employee%20Travel.pdf>

13. **Staples Copy Paper** –we are continuing to work with Staples on better pricing. One item we noted was that bulk purchases of paper were not reflecting our discounted rate. We asked Staples to block the bulk purchases. Large purchases of paper ARE allowed. The preparer should just adjust the quantities to reflect the quantity they need. There is not a limit on the volume that can be purchased. Staples may not be able to deliver to desktop if it is a large purchase (may have to deliver to Central Receiving).

14. Tip Policy

Below is a summary of the University's tip policy. This applies to travel and to entertainment/meals.

a. Reimbursements for tips and gratuities incurred during travel for official business are allowed only on institutional funds but are limited to the following amounts:

- (1) Hotel Bellman \$1.00/bag
- (2) Restaurant staff 20 percent
- (3) Housekeeping staff \$1.00/night
- (4) Valet \$2.00
- (5) Other \$1.00
- (6) Airport Porters \$1.00/bag
- (7) Taxi Drivers 20 percent

b. When lodging establishments and restaurants include a gratuity in the price, an additional, voluntary tip is not reimbursable. Should a gratuity be included by an establishment that is greater than 20 percent, reimbursement will be made at the establishment's rate.

15. **Receiving Policy** – as a reminder, that receiving is required for any invoice that is greater than \$5,000. It is also required for ANY state funds (11, 12, 13 and 14) and any grants (21, 222 and 23). The system will send out an email when an invoice. The end-user SHOULD NOT enter a receipt until the goods or services are received. The email is automated. A training guide is available for receiving: <http://www.depts.ttu.edu/procurement/purchasingContracting/howToGuides/documents/Receiving.pdf>

16. **Shredding** – SHREDTech (Operations Division) will provide secure document shredding service for the TTU campus. Locked containers will be provided with scheduled pickup, and document destruction will be completed in a secure environment at the best price available. The shredded paper will be recycled.

Operations will essentially provide the same service as the outside vendors doing this service on campus now, but we will use an in-plant shredding unit. The material will be secure from pick up to destruction.

Operations will also provide a “pick-up service” where we will pick up boxed documents for any department that needs to destroy old documents.

Email Carey.hewett@ttu.edu for information

17. **NEW DIRECT PAY SYSTEM** – the existing Direct Pay system will no longer be supported by Information System as the technology is outdated. Effective November 1, 2014, there will be a new process for Direct Payments. Most Direct Payments will be made in TechBuy on a Direct Payment form. We will have options available for payments to research participants. Additional information will be forthcoming in the following weeks. Since the system will go offline after October 31, we will like convert to the new system around October 25th to prevent any transactions in suspense.

18. VENDOR FAIR - TTU Procurement Services Contracted Vendor and HUB Fair is scheduled for October 15, 2014 from 9:00 a.m. to 12:30 p.m. Please let everyone in your area know. The event will be held in the Merket Alumni Center with free parking. There is a complimentary breakfast and there will be lots of giveaways and door prizes.

19. The next **Procurement Services Forum** will be scheduled for November 19th from 3:30 to 4:30 in the Lubbock Room at the SUB.

Future dates for PS Forums are:

December 11 from 3:30-4:30 in Lubbock Room SUB

January 21 from 3:30-4:30 in Lubbock Room SUB

February 25 from 3:30-4:30 in Lubbock Room SUB