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## Procurement Services Forum

The next Procurement Services Forum is February 23, 2021 from 4:00 – 5:00 PM and will be held via Microsoft Teams.

Please email [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu) for an invitation. Prior meeting minutes are available [here](#).

Future Meetings:

- March 30<sup>th</sup>
- April 27<sup>th</sup>
- May 25<sup>th</sup>



## New Contract Routing Sheet

Procurement Services has developed a new Contract Routing Sheet. The new Contract Routing Sheet can be accessed [here](#). The new Contract Routing Sheet has a version date of “Rev. 12/15/2020” at the bottom of each page and has fields for additional department contacts (if needed) on page 1.

For any questions relating to the updated form, please email [contracting@ttu.edu](mailto:contracting@ttu.edu).

## New Contracts

### Electrical Services

- C15809 D&K Hunt Electric, Inc.
- C15794 Duke Electric Co, Inc.
- C15781 TDIndustries, Inc.
- C13015 Amco Electric, Inc.
- C13016 CC Electric
- C13017 Brandon and Clark, Inc.

### Plumbing Services

- C15259 Hub City Plumbing & Mechanical
- C15258 Anthony Mechanical, Inc.
- C15257 Sinclair Heating and Cooling
- C15256 TDIndustries, Inc.

### Flooring Services

- C14179 Carpet Solutions of Texas
- C14178 Carpet Tech, Ltd.

### Office Supplies

- C15221 Summus Staples
- C15640 Today's Business Solutions Office Depot

### Campus Moving Services and Temporary Storage

- C14434 All Points of Texas
- C14433 Hart Moving and Storage, Inc.

### Campus Laboratory and Industrial Moving and Rigging Specialty Services

- C14356 Professional Movers and Rigging, Inc.

## New TechBuy Interface

TechBuy has recently transformed its interface to help users better navigate, shop for products, find specific information and more. This fresh revamp became effective on Monday January 25th, 2021. If you were unable to attend the live demonstrations of the new interface and need assistance with the new look. Please email [purchasing.techbuy@ttu.edu](mailto:purchasing.techbuy@ttu.edu) for support.

<https://www.depts.ttu.edu/procurement/resources/training-and-work-aids/documents/purchasing/NewUserInterface.pdf>

## Special Orders with Staples

Staples has introduced a new feature that will allow users to submit orders using the non-catalog form for special items not found on the Summus Staples punch-out. Staples Customer Service must first provide a quote to you for use in placing your order(s) through TechBuy. If you need to order several special order items, you must have a separate quote number for each item and place individual requisition/POs for each item. Please note, a specific character sequence needs to be entered into the "Item #/Description of Goods and Services" area for the correct item to be ordered. For more information and about this process, please e-mail [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu) or go to our website to view the [how-to-guide](#) on Staples Non-Catalog Special Order Process.

## Departmental Email Contacts

As a reminder, please submit all urgent issues and questions to the following general email boxes. These emails are monitored at all times so questions can be redirected in case of an employee absence.

TechBuy Support: [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu)

Payment Strategies: [payment.services@ttu.edu](mailto:payment.services@ttu.edu)

Strategic Acquisition (Purchasing): [purchasing@ttu.edu](mailto:purchasing@ttu.edu)

Insurance Certificates: [procurement.insurancecerts@ttu.edu](mailto:procurement.insurancecerts@ttu.edu)

Travel Services: [travelservices@ttu.edu](mailto:travelservices@ttu.edu)

Procurement Services: [procurement@ttu.edu](mailto:procurement@ttu.edu)

Payment Card Strategies (PCard): [purchasing.pcard@ttu.edu](mailto:purchasing.pcard@ttu.edu)

Supplier Services: [vendor.services@ttu.edu](mailto:vendor.services@ttu.edu)

Contract Administration (Contracting): [contracting@ttu.edu](mailto:contracting@ttu.edu)

## Chrome River

The January 4 – February 3 Pcard cycle will need to be reconciled in Chrome River, our new reconciliation system. Expense Reports will need to be submitted in Chrome River by February 19, 2021.

The PCard Office will also offer **individual Q&A sessions** on using the Chrome River system Friday afternoons at 1:00, 1:30, 2:00, 2:30, 3:00, 3:30 – email [purchasing.pcard@ttu.edu](mailto:purchasing.pcard@ttu.edu) with the date and time you would like to attend and we will send you a meeting invitation, we will fill the slots in the order we receive the requests. Please note these individual sessions will not encompass the entire training offered by the Pcard team. Please sign up on the Chrome River Training tab on the Chrome River Users Group Teams page.

**Training materials** are available [here](#) under the Chrome River header. Chrome River User Group has been established in Teams. Please let us know if we need to add additional members.

### **Chrome River SNAP App (“SNAP”) – Mobile Device access:**

SNAP enables Users to quickly and easily capture and upload Receipt images when the Expense occurs. The User can snap a photo of the Receipt using the SNAP app in the User’s mobile device and it will upload directly to the Chrome River Receipt Gallery, and the Offline tab of the eWallet for reconciliation in Chrome River. SNAP may also be used to upload images taken with another app on the User’s mobile device.

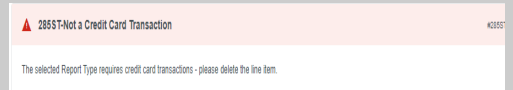
Download the free SNAP from the App Store (iOS) or Google Play Store (Android). Only JPG, PNG, and HEIC/HEIF files can be accepted via SNAP.

### **Chrome River User Group**

We have created a Chrome River User Group in Teams to facilitate the exchange of information between Procurement Services and Chrome River Users. You may post messages or questions related to Chrome River in this site and our office will monitor and provide answers or guidance. Chrome River training materials are also available in Teams Files section for easy access. Please email [purchasing.pcard@ttu.edu](mailto:purchasing.pcard@ttu.edu) to be added to this Group.



If you receive this error message:



This means the expense you are trying to add does not match a credit card feed. This will happen when the transaction has not yet hit Citi and been imported to Chrome River. You will need to wait for that card feed to be updated from Citi before you can add that expense.

## PCard Updates

### Telecommunication and Video Surveillance Services and Equipment

Due to federal regulations ([Federal Acquisition Regulation, section 889](#)), telecommunication and video surveillance services or equipment will be prohibited pcard purchases, regardless of the dollar amount. This will go into effect beginning with the 2/3/21 cycle.

Departments shall submit any pertinent equipment requests on a requisition in TechBuy. Workflow has been created to require proper review and approval of equipment.

### Registration Fees

Due to a [Texas Government Code 656.047 \(c\)](#) reporting requirement, **effective January 1, 2021, payments for all registration/training fees should be processed using a Procurement Card (PCard) or a Departmental PCard.**

Use of the PCard or Departmental PCard for registration purchases will allow us to capture the data needed for the report based on the information captured in the new Chrome River System.

Should the registration cost exceed the single purchase amount of \$2,000, please contact [purchasing.pcard@ttu.edu](mailto:purchasing.pcard@ttu.edu) to request an increased spending limit on the PCard or Departmental PCard.

We will continue to reimburse registration fees in the Travel system for those that have purchased registrations by personal or State travel cards; however, the preferred payment method is by PCard or Departmental PCard.

TechBuy Purchase orders for registration fees that are submitted after January 1, 2021 will be returned for processing with PCard or Departmental PCard.

## Travel Services

An updated Procurement Services Travel policy is available [here](#) on our website.

Effective January 26, 2021, all air passengers arriving to the US from a foreign country are required to get tested for COVID-19 infection no more than 3 days before their flight departs and to provide proof of the negative result or documentation of having recovered from COVID-19 to the airline before boarding the flight.

Effective October 1, 2021, a REAL ID compliant driver's license or another acceptable form of ID will be required to fly within the United States. REAL ID cards are generally marked with a star at the top of the driver's license. Additional information is available at <https://www.tsa.gov/real-id>

The State of Texas Comptroller announced that the state mileage reimbursement rate effective January 1, 2021 to December 31, 2021 is **56 cents per mile**. This is a decrease from the 2020 calendar year rate of 57.5 cents per mile.

If mileage reimbursement crosses the end of the calendar year (2020 and 2021), list as two separate lines on the voucher so that the correct rate is processed in the travel system.