FedEx Temporary International Surcharge

Due to disruptions in the global supply chain in the wake of the COVID-19 crisis, we announced a surcharge on all FedEx Express international parcel and freight shipments beginning April 6.

Air cargo capacity remains limited, and we are incurring incremental costs as we continue to adjust our international networks to best deliver much-needed goods and services in this constrained environment.

Beginning Nov. 2, the surcharge amount for some FedEx Express international parcel and freight shipments originating in Europe and MEISA will increase. Updated amounts can be found here. Also beginning Nov. 2, please note that the name of the surcharge on all FedEx Express international parcel and freight shipments will change from Temporary Surcharge to Peak Surcharge.

PCard Training Classes:

PCard classes for new cardholders and reconcilers will be held via Microsoft Teams. Those that wish to take a refresher class may also attend. Please email purchasing.pcard@ttu.edu for an invitation to be put on a waitlist.

Procurement Services Forum

The next Procurement Services Forum is November 17th, 2020 from 4:00 – 5:00 PM and will be held via Microsoft Teams. Please email techbuy.purchasing@ttu.edu for an invitation. Prior meeting minutes are available here.

Future Meetings:

- January 19th, 2021
- February 23rd, 2021
- March 30th, 2021
- April 27th, 2021
- May 25th, 2021
**Procure to Pay Training Classes**

The Procure to Pay class is a comprehensive class that covers the procurement process from requisition submittal to encumbrance closeout, and is mandatory for TechBuy users with Shopper, Requester, and Approver roles. If you are new to TechBuy, this class is required, but we also encourage anyone who would like a refresher to attend to receive the latest training. The current available date is November 18th, from 2:00 p.m. – 4:30 p.m.

If you would like to attend the Procure to Pay class, please email techbuy.purchasing@ttu.edu and a calendar invitation will be forwarded to you.

**2021 HUB Goals**

HUB goals for FY21 have been established. Please keep these in mind while you place orders, make suggestions, and provide guidance to your departments.

- 2.26% for heavy construction other than building contracts;
- 14.14% for all building construction, including general contractors and operative builders' contracts;
- 21.54% for all special trade construction contracts;
- 18.63% for professional services contracts;
- 15.04% for all other services contracts; and
- 28.06% for commodities contracts

**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. 09/01/2020” at the bottom of each page and has a checkbox for the “Contract Development Manager” on page 2.

Effective October 19, 2020, all prior versions of the Contract Routing Sheet will be rejected and an updated form will be required. We ask that departments always access the routing sheet from the link above and delete all prior versions that may be printed or saved on shared drives, desktops, etc.

For any questions relating to the updated form, please email contracting@ttu.edu.
**Reminder:**

As a reminder, vendors/contractors accessing any TTU campus or facility should be limited to essential services or deliveries. Vendors/contractors should not be on campus for sales calls or other meetings that can take place virtually. Any vendor/contractor accessing campus, must comply with the Texas Tech University Covid-19 Health and Safety Procedures.

Any concerns related to vendors/contractors may be addressed to contracting@ttu.edu.

**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
- Strategic Acquisition (Purchasing): purchasing@ttu.edu
- Travel Services: travelservices@ttu.edu
- Payment Card Strategies (PCard): purchasing.pcard@ttu.edu
- Contract Administration (Contracting): contracting@ttu.edu
- Payment Strategies: payment.services@ttu.edu
- Supplier Services: vendor.services@ttu.edu
- Insurance Certificates: procurement.insurancecerts@ttu.edu
- Procurement Services: procurement@ttu.edu