



## In this Issue:

- State Vendor Hold
- TechBuy Shopper Training
- Executive Cards
- Pcard
- Travel
- Red Raider Trader
- New Summus Red Raider Contract
- Procure to Pay
- Departmental Emails

## TechBuy Shopper Training

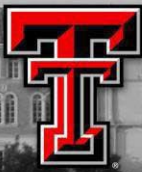
TechBuy Shopper Training taught by Procurement Services is now offered through [Cornerstone](#). TechBuy is Texas Tech University's eProcurement software which allows Texas Tech University (TTU) and TTU System employees to shop for goods and services. Users new to TechBuy can log in to Cornerstone to register for the next available session. Please note that new users must attend the Financial Management 101 and Account Code Expenditures training before registering for TechBuy. If you have any issues registering for the TechBuy Shopper Training class, please contact [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu). The next available training will be on November 14<sup>th</sup>, 2022.

## TechBuy Updates

On Friday, November 11<sup>th</sup>, 2022, Jaggaer will apply its first update for FY23. To accommodate for this update, TechBuy may experience downtime at approximately 8:00 on Friday, November 11<sup>th</sup> through Sunday, November 13<sup>th</sup>. In this release, users will notice slight UX changes to their action items in their TechBuy documents, new windows when opening and utilizing forms, supplier name displays at the top of the document, and italicized names of individuals who are no longer active on the document. Please be on the out for more information regarding the release notes.

## Foreign Orders

Departments should do what they can to search out US Shipments. Once a foreign requisition is received, Strategic Acquisitions reaches out to the vendor for additional shipment/product information. If additional information is needed, we will fully request what we can to ensure delays are avoided once the shipment is ready. The process of obtaining the information/documentation needed is based on the communication time with the vendor. Please provide valid information or quotes to ensure a smoother process. Preparation of shipment once ready from the vendor can take anywhere from 7-14 business days.



## Payment Strategies

Please be aware that it can take up to one full week after creating a receipt/submitting an invoice before Payment Strategies can begin the payment process. Please give us at least one full week before following up.

If a payment needs to be expedited, please add a comment from the PO in Techbuy to email recipient [payment.strategies@ttu.edu](mailto:payment.strategies@ttu.edu) detailing why the payment needs to be expedited for our review.

## Departmental Emails

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)

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

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

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

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

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

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

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

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



TEXAS TECH UNIVERSITY  
Procurement Services™