

**Procurement Services Announcements**  
**March 2012**

1. Presentation from Office Max/Lone Star Supplies for Printing
2. New live punchout with invoicing
  - a. B&H Photo (estimate – March 2012)
  - b. Santa Cruz Biological (estimate – March 2012)
3. Coming Soon
  - a. Roche as hosted catalog and invoicing (February 28, 2012). Orders transmitted by Cxml.
  - b. Beckman Coulter – invoicing (May 2012)
  - c. GE Healthcare – invoicing (May 2012)
  - d. ATCC – invoicing (May 2012)
  - e. New England Biolabs – invoicing (May 2012)
  - f. Integrated DNA – invoicing (May 2012)
  - g. Chemglass – invoicing (May 2012)
  - h. Agilent Technologies – invoicing (May 2012)
4. HON Furniture Discounts (contact Navajo Furniture)
  - a. Systems and Pedestals 74.1%
  - b. Metal Desks and Computer Support 65.9%
  - c. Lateral Files and Storage 74.9%
  - d. Other Filing and Storage 71.1%
  - e. Executive Office Furniture Casegoods 64.8%
  - f. Conference Room Furniture 64.8%
  - g. Tables 64.8%
  - h. Reception Seating 64.5%
  - i. Multiple Seating 64.5%
  - j. Multi-Purpose Seating Steel 64.5%
  - k. Multi-Purpose Seating Wood 64.5%
  - l. Stacking Seating 64.5%
  - m. Voi 64.7%
  - n. Education 61.7%
  - o. Balance of Line- HON (Open Market) 57.6%
5. Delaying the implementation of the Staples mandatory contract until May 4, 2012. Additional Information will be coming and a formal campus announcement will be presented in the next few weeks.
6. New products and finish selections have been added to the Steelcase punchout.
7. B&H Photo will be closed from April 6, 2012 until April 15, 2012 for the holiday. Orders will be held during that time until the company reopens.
8. VWR is updating their accounting system. Please report any issues that you may have. The update should be completed by Monday, April 2, 2012. Please be extra diligent on reviewing invoices during this time.

## 9. SERVICE VENDORS ALLOWED ON PCARD

VENDOR	TYPE OF SERVICE
Acme Marking Products	Custom Stamps, Signs, etc.
Fedex Office	Copies, binding, etc.
Frame Mart and Gallery	Framing
Kinkos	Copies, binding, etc.
Laser Cartridge System	Maintenance and Repair
Paddle Tramps	Plaques
First Class Awards	Plaques
The Copy Outlet Inc.	Copies, binding, etc.
Thread Alterations	Embroidery, Alterations, etc.
Walgreens	Film Processing
CVS	Film Processing

10. New mandatory receiving in TechBuy on purchase orders above \$5,000. TechBuy will start sending out reminder emails that receiving is required on these orders. This will begin this weekend (April 1, 2012). Receiving is already required by policy on orders greater than \$5,000.
11. It looks like some of the departments are having issues with the property.inventory@ttu.edu email address. Anyone who has the address saved in Outlook from before the change will get an error response saying the address is a bad email address. They have to retype it into their email to get it to go through to the right place.
12. Invitrogen, Life Technologies, and Applied Biosystems have merged into one company. There is now just one punch-out in TechBuy for all of these vendors (Life Technologies). The company will be present at the Vendor Fair to provide information on the merger and the future of the company.
13. TechBuy new release March 26, 2012
  - a. History Tab will be removed (replaced with Document Search). The training document is available on the Purchasing and Contracting website>Training and Work aids> Document Search Functionality training guide
  - b. <http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/PurchasingAndContracting/Training%20and%20Work%20Aids/12.1.pdf>
  - c. If you need help on customizing reports, please email [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu) and we will set up an appointment to assist you.

14. On Friday, April 13, 2012, we will be having a workshop in Doak hall to assist departments in preparing reports in the new Document Search feature. The workshop sessions are by appointment only and will be in thirty minute blocks from 2-4 that afternoon. Please email [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu) to set up a time.
15. **TechBuy vendor fair will be held on Wednesday, April 25, 2012 in the Student Union.** The event will take place from 9:00-12:30. We anticipate at least 50 vendors this year. There will be refreshments and door prizes at the event. Everyone on campus is invited including faculty, staff, students, and research assistants.
16. We have inactivated the following Account Codes in TechBuy. With the current method of reporting 1099 forms for the IRS, there is not a need for taxable and non-taxable account codes for these services. Please use the corresponding account code. Ex. Use 7A0001Consultant Services Other instead of 7A0002.

Inactivated codes:

<b>7A0002</b>	<b>PF Consultant Services Other Nontaxable</b>
<b>7A0011</b>	<b>PF Consultant Info Technology Nontaxable</b>
<b>7A0022</b>	<b>PF Educational/Training Svs Non Tax</b>
<b>7A0032</b>	<b>PF Financial and Accounting Service Non Tax</b>
<b>7A0041</b>	<b>PF Legal Services AG Approval Nontaxable</b>
<b>7A0051</b>	<b>PF Medical Services Nontaxable</b>
<b>7A0061</b>	<b>PF Veterinary Services Nontaxable</b>
<b>7A0071</b>	<b>PF Lecturers Non Taxable</b>
<b>7A0081</b>	<b>PF Other Professional Services Nontaxable</b>
<b>7A0091</b>	<b>PF Architectural/Engineering Svs Nontaxable</b>

17. Future dates for the Procurement Services Forum are (all in 214 at the Ag Sciences Building at 3:30 pm):
- 4/18/12 3:30 pm - 4:30 pm AGRI 00214
  - 5/30/12 3:30 pm - 4:30 pm AGRI 00214
  - 6/27/12 3:30 pm - 4:30 pm AGRI 00214
  - 7/25/12 3:30 pm - 4:30 pm AGRI 00214
  - 8/15/12 3:30 pm - 4:30 pm AGRI 00214

**NOTE THE NEW TIME OF THE PS FORUMS!**