

## TechBuy Guidelines for Entering Requisitions for Bottled Water Services

*The following guidelines are intended to provide assistance for individuals entering requisitions for bottled water services. The Purchasing/Contracting Department has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of conflict between these guidelines and operating policies, the operating policies shall prevail.*

Texas Tech has a contract with Aquaone that provides special pricing for purchase of bottled water services. Departments should setup requisitions for estimating the dispensers and supplies that will be used.

1. To set up your purchase order for Aquaone, go to the TechBuy home page. At the shop at the top, enter the keyword "water"
2. For the bottled water products brought back, select the desired size water bottle, enter the quantity needed, then select "add to cart".
3. You can enter quantity for a year to set up a standing order. If doing so, enter "Standing Order" in the external notes.
4. If a cooler is needed, enter the number of months needed for the fiscal year in the quantity (will be 12 unless you are setting up a new order in the middle of the fiscal year) then "add to cart."
5. If cups are needed, enter the quantity needed and "add to cart."

The screenshot shows the TechBuy search results for the keyword "water". At the top, there is a search bar with "water" entered and a "Go" button. Below the search bar, there are navigation links: "Go to: favorites | forms | quick order" and "Browse: suppliers | categories | contracts | chemicals". The search results are displayed in a table with columns for product name, part number, contract number, and price. The products listed are:

Product Name	Part Number	Contract Number	Price
Aquaone - water drinking cups per sleeve from Aquaone Inc	7	C01243 more info... Drinking Water	3.00 USD EA
Aquaone - 1 gallon water bottles (6 per case) from Aquaone Inc	1	C01243 more info... Drinking Water	5.00 USD 1gal, EA
Aquaone - 3 gallon water bottles (single bottle) from Aquaone Inc	2	C01243 more info... Drinking Water	3.00 USD 3gal, EA
Aquaone - 5 gallon water bottles (single bottle) from Aquaone Inc	3	C01243 more info... Drinking Water	4.00 USD 1/EA

A yellow callout box with the text "Enter quantity and 'add to cart'" points to the quantity input field and the "Add to Cart" button for the 1-gallon water bottles product.

6. When you have added all the items to your cart, click on the "view cart" link on any one of the items to see your cart and continue processing as you would any requisition.

### Notes:

- All items on the requisition will be coded 7N4006, including the dispenser rental and cups. For assistance, please contact Purchasing and Contracting at [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu)

### FUNDING NOTES:

- State-appropriated funds (FOPs beginning with 11, 12, 13 or 14) cannot be used for bottled water or supplies.