

Quick Links

[TechBuy >](#)
[TechBuy Support >](#)

TechBuy New User Interface Navigation

New Interface

In this new interface we have designed the homepage to include a variety of information regarding purchasing, contracting, invoicing, receipting, approving, and support. As you will find below, the Organization Message includes pertinent information that will be beneficial to users making specific purchases as well as Procurement Trainings and other general announcements. The organization message will be updated periodically so be on the lookout for future updates!

TechBuy Tips has also been introduced to the homepage! This is a feature that will include how-to guides and other helpful information to users who consistently use TechBuy. These tips will be updated frequently so be sure to check back regularly for our newest tips, resources, learning opportunities, and more!

Home

Shop

Orders

Contracts

Accounts Payable

Suppliers

Sourcing

Inventory

Reporting

Administer

Setup

Information

TEXAS TECH UNIVERSITY

TechBuy™

TechBuy Support is available to assist you with your questions

The Procurement Services Website is available with system information and training materials

Procurement Services Forum: The next Procurement Services Forum will be held on January 19th 2021. Please e-mail techbuy.purchasing@ttu.edu if you would like to join the Procurement Services Forum and a calendar invitation will be forwarded to you.

General Announcements

Campus Event Guidelines: In accordance with the TTU Campus Event Guidelines, food and beverage service (both catering and pre-packaged items) remain prohibited at all on campus events at this time. Please refer to the modified guidelines for additional information which can be accessed [here](#).

Foreign Goods and Equipment

Requires review and approval. Our designated customs broker, Lognet attorney. Working with Lognet helps with delays and also helps keep incurring additional fees when packages are held because they lack

Working alongside our broker helps to ensure cost savings along with prompt and efficient delivery. The foreign import worksheet is located here, and will need to be filled out by the vendor. Once the completed form is received from the vendor, it will be forwarded to Lognet for review.

Chemical, Biological, & Gas Procurement:

All chemical, biological, and gas purchases require EHS approval. It is important to use the correct account codes and understand the dis products as this determines how they are entered into TTU's chem questions please email safety@ttu.edu or ehs.lab.safety@ttu.edu

Principal investigator information, room number, the building where the products will be stored, and the central receiving shipping point are all required for chemical purchases. The link to the How to Guide can be found here.

TechBuy Tips!

As the COVID-19 pandemic evolves, the link below will take you to all of the important announcements for those placing orders with suppliers for goods and/or services.

Health & Safety Procedures

TechBuy Tips! New Feature

Quick Links

Procurement Services


Training and Work Aids Click on Purchasing

Account Codes


HEAF Fund Guidelines

Expenditure Allowability Matrix

Shopping Home




Procurement Support




Procurement Support, My Carts, Approvals and Document Search

Invoicing




Invoicing, Pending orders and more

Receipting




Receipting, Instructions, and My Orders requiring receipts

Contracts



Contract Search, Forms, and Submission

Approvals



My Approvals and Action Items


Shopping Home

The Shopping Home is your new one-stop shop for all of your TechBuy purchasing needs. On this page, we have created a dashboard for **Common Forms**, **Procurement Support**, and **Product Categories**.

The **Common Forms** dashboard brings you to all TechBuy related forms (Non-Catalog, Change Order, Guest Lodging, etc.)

The **Product categories** dashboard contains pertinent information beneficial to the end-user, such as general information, vendor contacts, and recommended account codes.

Shopping Home



Common Forms

Search

Everything

Product Keywords, Description, Supplier

Advanced Search

Shortcuts

Favorites

Forms

Non-Catalog Item

Quick Order

Browse

Suppliers

Categories

Contracts

Chemicals

Procurement Support

Search

Everything

Product Keywords, Description, Supplier, Manufacturer

Advanced Search

Shortcuts

Favorites

Forms

Non-Catalog Item

Quick Order

Browse

Suppliers

Categories

Contracts

Chemicals

Information

Summus Staples Order Status/shipping problems/Product Knowledge>Returns/Misc. Issues

First point of contact: Dedicated Summus Customer Service Team at 1-800-527-3068

Customer service (summus@ediversitynetwork.com or at 1-800-527-3068) can handle most issues related to orders, pricing questions, drop ships, missing/damaged products

Please note that NO "reorder or replacement" allowed for punchout orders; new order must be submitted.

Today's Business Solutions Order Status/shipping problems/Product Knowledge>Returns/Misc. Issues

Today's Business Solutions is committed to our success and they are happy to help with any questions or site navigation issues.

They will also work to compare specs, and to match sale prices from the Office Depot retail website.

Today's Business Solutions can be contacted at info@tbstx.com or at 877-895-6532

Showcases

TTU Office Products

STAPLES

Summus Industries

TODAY'S

Office Depot Partner

WorkQuest

Additional Features Coming Soon!

You do not have access to any showcases selected for this widget. Please contact your system administrator or help desk.

Procurement Support



The Procurement Support dashboard contains departmental support information for all procurement related needs. Inquiries should be sent to departments that can directly assist your specific needs. Please note that the provided e-mails are monitored at all times, so questions can be redirected in case of an employee absence.

Other helpful widgets found on this dashboard include Document Search, My Drafted Carts, My Approvals, My Action Items, and My Bookmarks.

Departmental Support

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**
(Technical Support, PO Failures, PO Distributions, Memberships, New-Ship-to request)
techbuy.purchasing@ttu.edu
- Strategic Acquisition (Purchasing)**
(Purchasing, Approval Status, Bid Requirements, and PO Restrictions)
purchasing@ttu.edu
- Payment Strategies**
(Payment Status, Invoicing, and Receipting)
payment.services@ttu.edu
- Contract Administration (Contracting)**
(Contracting & Contract Status)
contracting@ttu.edu
- Supplier Services**
(Vendor Status, Updates, and Set-up)
vendor.services@ttu.edu
- Payment Card Services**
purchasing.pcard@ttu.edu
- Travel Services**
travel.services@ttu.edu
- Insurance Certificates**
procurement.insurancecerts@ttu.edu
- Procurement Services**
procurement@ttu.edu

Action Items

Unassigned Approvals

My Bookmarks

All Orders

Document Search

Search

All Orders

Document Numbers, Supplier, Product I

Advanced Search

Shortcuts

My Requisitions | My Purchase Orders | My Invoices | My Approvals

My Draft Carts

View: All Drafts

Number	Cart	Date	Total
138606789	2020-12-03 NDV580 01	12/3/2020	11.34 USD

Approvals

Type	Details	Folder Name	Days In Folder
Requisitions	Number: 139443279 Name: 2021-01-06 BPT929 02	TTU Buyer 8 Justification of Proprietary Form CFY	0
Requisitions	Number: 139434574 Name: Sigma - Yujiao	TTU EH&S Approval	0
Requisitions	Number: 139482717 Name: Forestry Suppliers - Dabbert	TTU Buyer 8 Non Catalog Master Form	0

Receiving



The Receiving Dashboard will help you identify when a receipt is required and will assist you in creating a receipt. There is a convenient table in the bottom right column that will list individual purchase orders that require receipts. If you are experiencing difficulties, the quick links widget has helpful information that can further assist.

Payment Strategies

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The **Payment Strategies** Team is available to assist you with your questions.

When is a Receipt Required?

It is always best practice to create a receipt for all PO's to verify receipts of goods and services and to reduce fraud.

Advanced payments of goods or services requires a receipt at the time the goods or services are delivered or rendered, not at the time of payment. If a PO has already been paid, it does not relieve the department of the obligation of creating a Report as required.

A Receipt is Required for the following Payments

- Invoices expending appropriated funds (Funds beginning with 11 ,12, 13, or 14);
- Invoices expending sponsored program funds (Funds beginning with 21, 22,or 23);
- Invoices that total \$10,000 or more; and
- Invoices for capital account codes (account codes: **7C0190**, **7C0200**, and any account codes beginning with 7J)

Creating a Receipt in TechBuy

- Open your purchase order in TechBuy.
- In the upper right corner under Available Actions, select either Create Quantity Receipt or Create Cost Receipt.
Note: Generally, a cost receipt is used for services and a quantity receipt is used for goods (including equipment).
- Enter Receipt Information
 - Enter a description in the Receipt Name field.
 - Update** the Receipt Date to the date that the goods or services were delivered or rendered
 - The invoice shall be attached to a comment on the Purchase Order with Payment Strategies copied for notification.
 - Enter and pertinent information in the notes section that will assist the Payment Strategies Team.

Quick Links

[Contact the Payment Strategies Office](#)
[Receiving in TechBuy Guide](#)
[Training and Work Aids Click on Payment Services](#)
[Payment of Purchase Orders: TTU OP72.11](#)

Procurement Support

Invoicing

Shopping Home

Document Search

Search

All Orders

Document Numbers, Supplier, Product I

Advanced Search

Shortcuts

My Requisitions | My Purchase Orders | My Invoices | My Approvals

My Missing Receipts

There are no search results to display for this Invoice search.

Invoicing



The Invoicing Dashboard will assist with your invoicing needs. This dashboard will include information on how to request payments as well as links to training, how-to guides, operating policies, and receipting. Additionally, there are 3 tables that show the following:

- ❖ My purchase orders that need receipts for the fiscal year to date (FYTD)
- ❖ My purchase orders that need an invoice or a receipt attached to them FYTD
- ❖ My paid invoices FYTD

Document Search

Search

All Orders

Document Numbers, Supplier, Product Information

Advanced Search

Payment Strategies

The **Payment Strategies** Team is available to assist you with your Invoicing/PO payment questions.

Requesting Payments

- Search for and open your Purchase Order in TechBuy.
- Select the Comments tab and **add a comment**.
- In the Add Comment box, you must add Payment Strategies as the email recipient of your comment, so that they will be notified of your message.
- In the User Search box, type "**apayable**" as the User Name to search for the Payment Strategies Team.
- Once you've selected the Payment team, you will need to attach your invoice to the comment by selecting the Choose File button.

Quick Links

Contact the Payment Strategies Office

Receiving in TechBuy Guide

Training and Work Aids Click on Payment Services

Payment of Purchase Orders: TTU OP72.11

Procurement Support

Receiving

Shopping Home

Purchase Orders needing receipts - Fiscal Year to Date

There are no search results to display for this Purchase Order search.

My Purchase Orders Pending Receipts/Invoices -FYTD (List does not exclude cancelled PO's)

There are no search results to display for this Purchase Order search.

My Paid Purchase Orders - FYTD

Total Invoices: 40855

Approx. Total Amount: 111,751,425.07 USD

Invoice Number	PO Number	Supplier	Paid Date	Total Amount
V9999996	P0838231	Summus Staples	11/10/2020	159.81 USD
V9999980	P0834410	Summus Staples	11/20/2020	20.78 USD
V9999978	P0825017	Summus Staples	11/16/2020	76.81 USD
V9999970	P0838231	Summus Staples	11/10/2020	31.98 USD
V9999966	P0819797	Summus Staples	10/30/2020	23.92 USD

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Contracting



The Contracting dashboard contains estimated completion time for various types of contracts as well as information on how to submit a contract. Specific Contracts can be found by using the “Search for a Contract” widget at the top of the page.

Additional Information such as access to the Contract Routing Sheet, links to the operating policies, and a link to the procurement services website can be found in the Quick Links widget.

If you are experiencing difficulties with the contract submittal process, or have further questions, please e-mail the Contract Administration Office.


Search for a Contract

Search

Search by contract name, number, summary, etc.

Search Contract Parties | Advanced Search

Contract Administration



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TechBuy

Contract Administration Office

is available to assist you with your questions.

Contract Submission

All contracts must be submitted to the [Contract Administration Office](#) with a completed and signed [Contract Routing Sheet](#).

The requesting department must complete the required sections of the document (titled “Contractor Information,” “Specialized Contracts,” and “Contract Administrator Approval”).

The [Contract Routing Sheet](#) can be found on the Procurement Services webpage or by selecting the Contract Routing Sheet in Quick Links.

Contract Timelines

Below is an estimated completion time for various types of contracts. This is not an all-inclusive list and is dependent upon various factors. The completion times may be longer based upon lack of required information, the complexity of the business and contract terms and conditions, and the challenges of negotiating mutually acceptable business and legal terms. The estimates below are to review, revise, and negotiate a contract document. The completion time does not include the procurement process and special departmental processes and design/scope of work development (i.e. Operations, IT, EH&S, Risk Management).

- One-time events (guest speakers/performers, hotels, space rentals, game contracts, etc.): 1-2 weeks
- Construction/professional (engineering/architectural) services contracts managed by TTU Operations: 2-3 weeks
- General business agreement: 2-5 weeks
- Study abroad/foreign vendor: 7-9 weeks
- Air charters: 7-9 weeks
- Other state/local agencies that require approval by their board prior to execution: 7-9 weeks

Quick Links

[Contact the Contract Administration Office](#)

[Contract Routing Sheet](#)

[Office Procedures and Information](#)

[Training and Work Aids Click on Contracting](#)

[Contracting Procedures: TTU OP72.02](#)

Common Forms

Approvals



The Approvals dashboard contains requisitions that are pending your approval as well as an action Item widget. These widgets are composed of tasks that will require your action or approval. There is also a quick links section that is available to the right of the page and will provide general information that can assist you in your review prior to approval. Lastly, the “My Bookmarks” widget is a useful tool that will show any shortcuts you have previously saved which will provide quick access to different pages in Jaggaer.

TechBuy Tips!

As the COVID-19 pandemic evolves, the link below will take you to all of the important announcements for those placing orders with suppliers for goods and/or services.

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[Training and Work Aids Click on Purchasing](#)

[Account Codes](#)

[HEF Fund Guidelines](#)

[Expenditure Allowability Matrix](#)

Action Items

Unassigned Approvals

49 Requisitions

3 Purchase Orders

Administrative Items

1 Import/Exports - Completed

3 Manage Search Exports - Complete

Approvals

Requisitions	Number: 139515993 Name: MDPI-Publication-Ebenezer	TTU Buyer 11 Non Catalog Master Form CFY	0
Requisitions	Number: 139549277 Name: PR-97715	TTU Buyer 5 Non Catalog Master Form CFY	0
Requisitions	Number: 139540550 Name: Fierce Threads- Hales	TTU Buyer 4 Non Catalog Master Form CFY	0
Requisitions	Number: 139515490 Name: Moss -Michela Gerick	TTU Buyer 4 Non Catalog Master Form CFY	0

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My Bookmarks

[All Orders](#)