

TTUHSC ACCOUNTS PAYABLE UPDATE

September 20, 2011

RECEIVING DOCUMENTATION in TECHBUY

Receiving must be completed in TechBuy (TB) for all items and services received by the institution. This includes e-Invoices. (See list below)

e-Invoice (Electronic invoicing)

Purchase orders are sent electronically via cXML to the vendors and invoices are returned via cXML messages. Invoices are matched against the purchase order. When invoices are received in TB they are systematically matched against the order. The matching process checks every single invoice at the line item detail and determines if a price is correct or off-contract. Matched invoices are then posted to Banner for payment. The payment of this invoice will be identified on the general ledger as Banner invoice # V9xxxxxx.

Although departments are not receiving paper invoices or requests from Accounts Payable to complete receiving for invoices received in TB, receiving must still be completed timely (in TB) for all items received.

e-Invoice Vendors

Apple	Fisher	Sigma Aldrich
Bio Rad	Invitrogen	Summus Dell
Burgoon/Grainger	Perkin Elmer	Summus Staples
Compsol/CDW	Qiagen	Summus VWR
Cuevas/Airgas	SHI Government	



Please send all questions or suggestions to
Accounts.Payable@ttuhsc.edu