TTUHSC ACCOUNTS PAYABLE UPDATE

October 7, 2010

TechBuy & eInvoicing

Invoices for the following vendors can be accessed through TechBuy by following these steps:

Burgoon Grainger Duran Fisher Invitrogen Summus Dell Summus Staples VWR

(1) History Tab > (2) by Invoice Tab > (3) Enter Inv # in Invoice No. field > (4) Click Search Button > Click PO Number > (last) Invoices Tab

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SEE NEXT PAGE FOR MORE INFORMATION

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REMINDERS

The Vendor Payment site is available at: <u>https://www.fiscal.ttuhsc.edu/vendorpayments/payments/Search.aspx</u>

This site allows you to verify payments processed by Accounts Payable.

Invoices must be sent to Accounts Payable for payment processing.

Invoices that are attached to requisitions are considered for documentation purposes only, and are not printed and sent to Accounts Payable.

Invoices sent to a department directly from a vendor must be reviewed for accuracy before they are submitted to Accounts Payable for processing (i.e., contract list price matches items on the invoice).



Please send all questions or suggestions to <u>Accounts.Payable@ttuhsc.edu</u>