

## RECEIVING NOT REQUIRED IN TECHBUY FOR CERTAIN PAYMENT OPTIONS

**Receiving in Techbuy is not required for Science Catalog or Punchout Vendors. A department may choose to enter the receiving documentation for the below company's invoices if they would like to maintain history in Techbuy.**

### **List of Punchout Vendors using the Ghost Card method of payment:**

Bio-Rad	Perkin Elmer Analytical
Burgoon/Grainger	SHI-Government Solutions
CDW Government	Sigma Aldrich US
GOV Connect	Summus Industries Inc (Staples)
Invitrogen	VWR International
MSC/J&L Industrial	

Fisher/Duran Industries (does not use Ghost Payment method of payment)

### **EXCEPTION for Punchout Vendors: SUMMUS DELL must be entered into Techbuy.**

Although Summus/Dell is a Punchout Catalog, the purchase orders are encumbered and the majority of items are controlled or capitalized assets. Receiving verification must be obtained prior to payment to insure that items are appropriately added to the inventory system.

### **List of Science Catalog Suppliers:**

Receiving for orders placed against activated Science Catalog vendors, when the Purchasing Card (Pcard) method of payment is chosen, must be kept in the Purchasing Card binders maintained by the departments. It is not required to be entered in TechBuy. Once again, receiving can be entered in Techbuy if the department wants to maintain history in Techbuy.

American Radiolabeled Chemicals Inc	GE Healthcare BioSciences Corp
American Type Culture Collection (ATTC)	Irvine Scientific Sales Company Inc
Applied Bio Systems Inc	MP Biomedicals Inc
Bio Rad Laboratories	New England Biolabs Inc
Cambridge Isotope Laboratories	Promega Corporation
Cell Signaling Technology Inc	Qiagen Incorporated
Chemglass Inc	Roche Diagnostics Corp
Clontech Laboratories Inc	Varian Inc
Cole-Parmer Instrument Company	Worthington Biochemical Corp
EMD Chemicals Inc	

Any questions or comments can be directed to [Accounts.Payable@ttuhsc.edu](mailto:Accounts.Payable@ttuhsc.edu)