### TTUHSC ACCOUNTS PAYABLE UPDATE

December 20, 2012

## OP 72.09 STATES THAT ALL RECEIVING INFORMATION FOR TECHBUY PURCHASE ORDERS MUST BE SUBMITTED THROUGH TECHBUY

Effective Monday, January 7th, a three-way match process will be live in TechBuy for all "elnvoice" vendors. (See list below)

This means invoices will not process unless receiving receipts are created in TB.

The automatic three-way match process will start with elnvoices over \$5,000. Going forward, in approximately three months, the dollar limit will be lowered to \$500.



The system will process automatic reminders to the requisitioner listed on the Purchase Order and will be followed by a reminder every two days.

For those already entering receiving information in TechBuy upon receiving the items/services, there will be no change.

#### eInvoice Vendors

Airgas (Cuevas)
Agilent Technologies
Apple
B and H
Best Buy
Bio Rad
Chemglass
Complete Book
CDW (Compsol)
Fisher Scientific
Grainger (Burgoon)
Intergrated DNA Technologies
Life Technologies

PDME (Fastenal)
PerkinElmer
Promega
Qiagen
Roche Diagnostics
Santa Cruz
Sigma Aldrich
SHI Government
(Summus) Cardinal
(Summus) Dell
(Summus) Staples
(Summus) VWR

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#### **Quick Tips:**

Please do not wait for TechBuy to request receiving information.

If the item(s) and/or service(s) have been received, a receipt should be created in TechBuy.

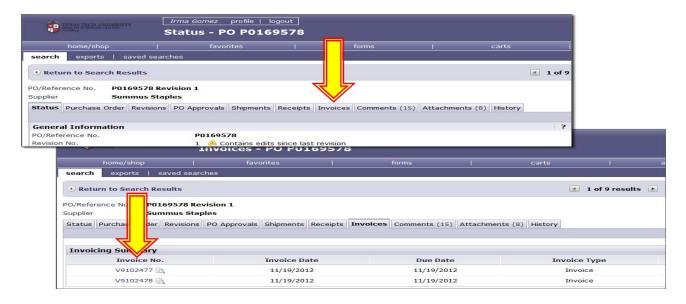
#### 2 types of receipts:

Cost receipt is for Services

Quantity receipt is for Items/Goods

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An elnvoice on your ledgers is recognized by the invoice number that begins with "V9" i.e., "V9xxxxx". These invoices can be found in TechBuy under the "invoice" tab for a specific PO.



The Receiving Training Tutorial can be viewed by clicking on the following link: <a href="http://www.fiscal.ttuhsc.edu/captivate\_training/TechBuyReceiving/TechBuyReceiving.htm">http://www.fiscal.ttuhsc.edu/captivate\_training/TechBuyReceiving/TechBuyReceiving.htm</a>
Also found under the Accounts Payable website

If you would like additional training, please contact Accounts Payable by email or call 806 743 7851.



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