

RECEIVING IN TECHBUY

Receiving information for TechBuy purchase orders must be submitted through the TechBuy receiving process.

All orders must be received, no matter the vendor or type of order.

Departments are responsible for making sure receiving is entered timely in TechBuy for all items purchased/received with institutional funds.

2 types of receipts

Cost receipt is for Services

Quantity receipt is for Items/Goods

Quick Tip:

Please do not wait for Accounts Payable to contact you requesting receiving information.

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

The training tutorial can be viewed by clicking on the following link:

http://www.fiscal.ttuhs.edu/captivate_training/TechBuyReceiving/TechBuyReceiving.htm

Also found under the Accounts Payable website

Questions or Comments? Email Accounts.Payable@ttuhsc.edu