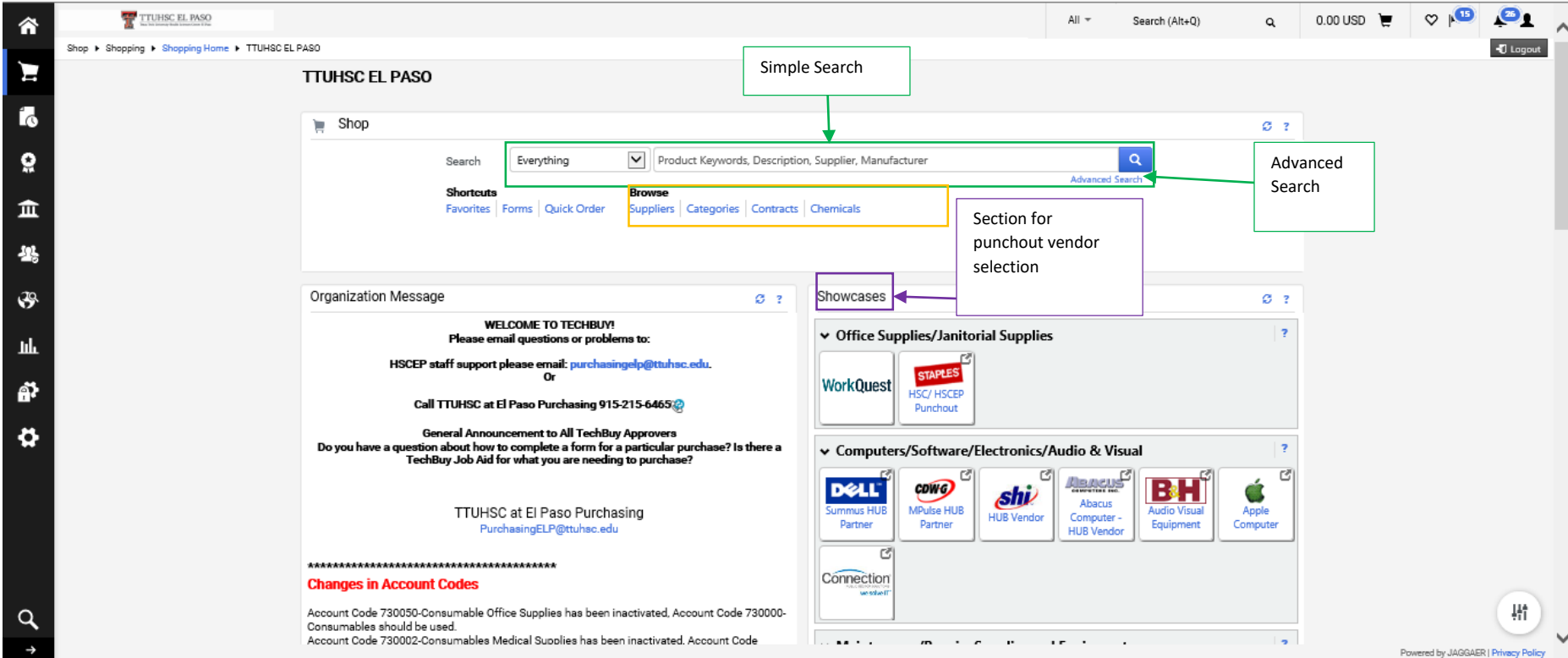


Shopping Dashboard:

The Purchasing Home Page contains TTUHSC El Paso’s vendor punch-outs, hosted catalogs and forms. Suppliers can be found by their company icon or by the supplier name in the Shopping Dashboard Showcase.

Classic View



New View

The screenshot displays the TTUHSC El Paso shopping portal interface. At the top, the navigation bar includes the TTUHSC El Paso logo, a search bar with the text "Search (Alt+Q)", a currency indicator "0.00 USD", and a "Logout" button. The main content area is divided into several sections:

- Shop Section:** Features a search bar with "Simple" and "Advanced" search options. A green box labeled "Search Options" points to these buttons. Below the search bar is a search prompt: "Search for products, suppliers, forms, part number, etc." and a search icon.
- Organization Message:** A text-based message on the left side of the page. It includes contact information for HSCEP staff support (email: purchasingelp@ttuhsc.edu) and a phone number (915-215-6465). It also contains a general announcement for TechBuy approvers and a link to a TechBuy Job Aid. A red heading "Changes in Account Codes" is visible at the bottom of the message.
- Showcases Section:** A purple box labeled "Showcases" points to the "Office Supplies/Janitorial Supplies" category. This section contains a grid of vendor cards:
 - WorkQuest:** A card with the WorkQuest logo and the text "HSC/HSCEP Punchout". A red box labeled "Hosted Catalog Vendor" points to this card.
 - STAPLES:** A card with the STAPLES logo and the text "HSC/HSCEP Punchout". A red box labeled "Punchout Vendor" points to this card.
- Computers/Software/Electronics/Audio & Visual Section:** A section below the previous one, containing a grid of vendor cards:
 - DELL:** A card with the DELL logo and the text "Summus HUB Partner".
 - cowg:** A card with the cowg logo and the text "MPulse HUB Partner".
 - shi:** A card with the shi logo and the text "HUB Vendor".
 - Abacus:** A card with the Abacus logo and the text "Abacus Computer - HUB Vendor".

Classic View

Shop > Shopping > Shopping Home > TTUHSC EL PASO

Organization Message

WELCOME TO TECHBUY!
 Please email questions or problems to:
 HSCEP staff support please email: purchasingelp@ttuhsc.edu.
 Or
 Call TTUHSC at El Paso Purchasing 915-215-6465.

General Announcement to All TechBuy Approvers
 Do you have a question about how to complete a form for a particular purchase? Is there a TechBuy Job Aid for what you are needing to purchase?

TTUHSC at El Paso Purchasing
PurchasingELP@ttuhsc.edu

Changes in Account Codes
 Account Code 730050-Consumable Office Supplies has been inactivated, Account Code 730000-Consumables should be used.
 Account Code 730002-Consumables Medical Supplies has been inactivated, Account Code 731200-Medical Supplies should be used.
 Any questions regarding accounts codes, please contact Accountingelp@ttuhsc.edu.

TTUHSC vs. TTUHSC El Paso?
 Please ensure the quote or agreement you are submitting in TechBuy is addressed to:
Texas Tech University Health Sciences Center El Paso or TTUHSC El Paso
 5001 El Paso Drive
 MSC XXXXX
 El Paso, TX 79905

Showcases

- Office Supplies/Janitorial Supplies**
 WorkQuest, STAPLES HSC/HSCEP Punchout
- Computers/Software/Electronics/Audio & Visual**
 DELL Summus HUB Partner, CDWG MPulse HUB Partner, shi HUB Vendor, Abscus Computer - HUB Vendor, BH Audio Visual Equipment, Apple Computer, Connection
- Maintenance/Repairs Supplies and Equipment**
 GRAINGER Mavich HUB Partner, LoneStar HUB Partner, FASTENAL PDME - HUB Partner, Graybar LTH Hub Partner, WESCO
- Science/Biological Products/Chemicals & Gases**
 VWR INTERNATIONAL Summus HUB - Free Shipping, Airgas Cuevas HUB Partner, Fisher Scientific Possible Mission HUB Partner, Agilent, BIO-RAD



New View

The screenshot displays the TechBuy website interface. On the left, a vertical navigation bar contains icons for home, shopping, account, and settings. The main content area is split into two columns. The left column features an 'Organization Message' with the following text:

Organization Message

WELCOME TO TECHBUY!
Please email questions or problems to:
HSC/EP staff support please email: purchasingelp@ttuhsc.edu.
Or
Call TTUHSC at El Paso Purchasing 915-215-6465

General Announcement to All TechBuy Approvers
Do you have a question about how to complete a form for a particular purchase? Is there a TechBuy Job Aid for what you are needing to purchase?

TTUHSC at El Paso Purchasing
PurchasingELP@ttuhsc.edu

Changes in Account Codes

Account Code 730050-Consumable Office Supplies has been inactivated, Account Code 730000-Consumables should be used.
Account Code 730002-Consumables Medical Supplies has been inactivated, Account Code 731200-Medical Supplies should be used.

Any questions regarding accounts codes, please contact Accountingelp@ttuhsc.edu.

TTUHSC vs. TTUHSC El Paso?

Please ensure the quote or agreement you are submitting in TechBuy is addressed to:

Texas Tech University Health Sciences Center El Paso or TTUHSC El Paso
5001 El Paso Drive
MSC XXXXX
El Paso, TX 79905

The right column, titled 'Showcases', displays various product categories with partner logos:

- Office Supplies/Janitorial Supplies:** WorkQuest, STAPLES (HSC/ HSC/EP Punchout)
- Computers/Software/Electronics/Audio & Visual:** DELL (Summus HUB Partner), CDWG (MPulse HUB Partner), shi (HUB Vendor), Abacus (Abacus Computer - HUB Vendor), BH (Audio Visual Equipment), Apple Computer, Connection (w-staff)
- Maintenance/Repairs Supplies and Equipment:** GRAINGER (Marvich HUB Partner), Home Depot (LoneStar HUB Partner), FASTENAL (PDME - HUB Partner), Graybar (LTH Hub Partner)

The top navigation bar includes a search bar, currency (0.00 USD), and user account options. A red box highlights the 'Organization Message' header, with an arrow pointing to a text box that reads: 'You can find the changes/updates regarding the purchase orders'.

Forms

Classic View

▼ **TTUHSC at El Paso Direct Pay Forms** ?

TTUHSC at El Paso Accreditation-...	TTUHSC at El Paso Advertising	TTUHSC at El Paso Awards, Prizes...	TTUHSC at El Paso Donations to C...	TTUHSC at El Paso Employee Reimb...	TTUHSC at El Paso Food & Enterta...
TTUHSC at El Paso Lodging-Direct...	TTUHSC at El Paso Magazine/Jour...	TTUHSC at El Paso Membership Dues	TTUHSC at El Paso Postage	TTUHSC at El Paso Professional L...	TTUHSC at El Paso Registration Fees
TTUHSC at El Paso Sponsorships	TTUHSC at El Paso Utilities	TTUHSC at El Paso Water/Service...			

▼ **TTUHSC at El Paso Forms** ?

TTUHSC at El Paso Federal Equipm...	TTUHSC at El Paso Non-Catalog Form	TTUHSC at El Paso Standing Order...
-------------------------------------	------------------------------------	-------------------------------------

New View

TTUHSC at El Paso Direct Pay Forms ... ▼

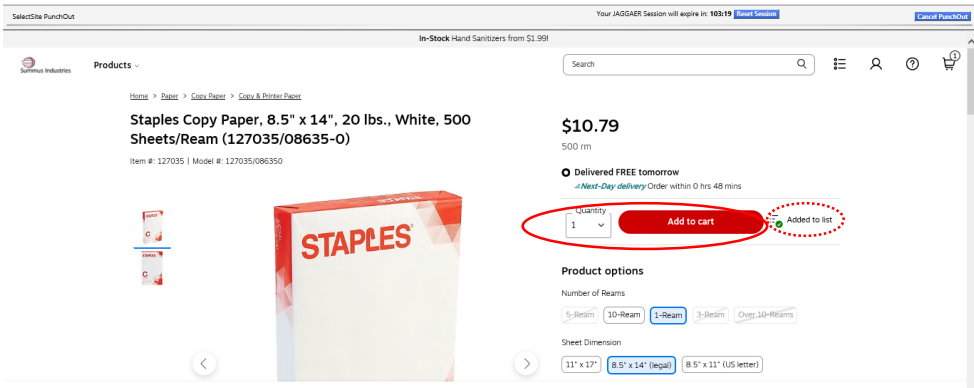
TTUHSC at El Paso Accreditation-...	TTUHSC at El Paso Advertising	TTUHSC at El Paso Awards, Prizes...	TTUHSC at El Paso Donations to C...
TTUHSC at El Paso Employee Reimb...	TTUHSC at El Paso Food & Enterta...	TTUHSC at El Paso Lodging-Direct...	TTUHSC at El Paso Magazine/Jour...
TTUHSC at El Paso Membership Dues	TTUHSC at El Paso Postage	TTUHSC at El Paso Professional L...	TTUHSC at El Paso Registration Fees
TTUHSC at El Paso Sponsorships	TTUHSC at El Paso Utilities	TTUHSC at El Paso Water/Service...	

TTUHSC at El Paso Forms ... ▼

TTUHSC at El Paso Federal Equipm...	TTUHSC at El Paso Non-Catalog Form	TTUHSC at El Paso Standing Order...
-------------------------------------	------------------------------------	-------------------------------------

Checking out:

A vendor website in which a user actually accesses vendor's site through the TechBuy system. Upon completing checkout, the user is returned to TechBuy to complete the requisition. This is a contract vendor; special pricing and other benefits such as free shipping are received when accessed through the TechBuy System. Each punch-out has different capabilities.



Review & Checkout

[Print to pdf](#)

Order Summary

Items (1)	\$32.37
Total	\$32.37



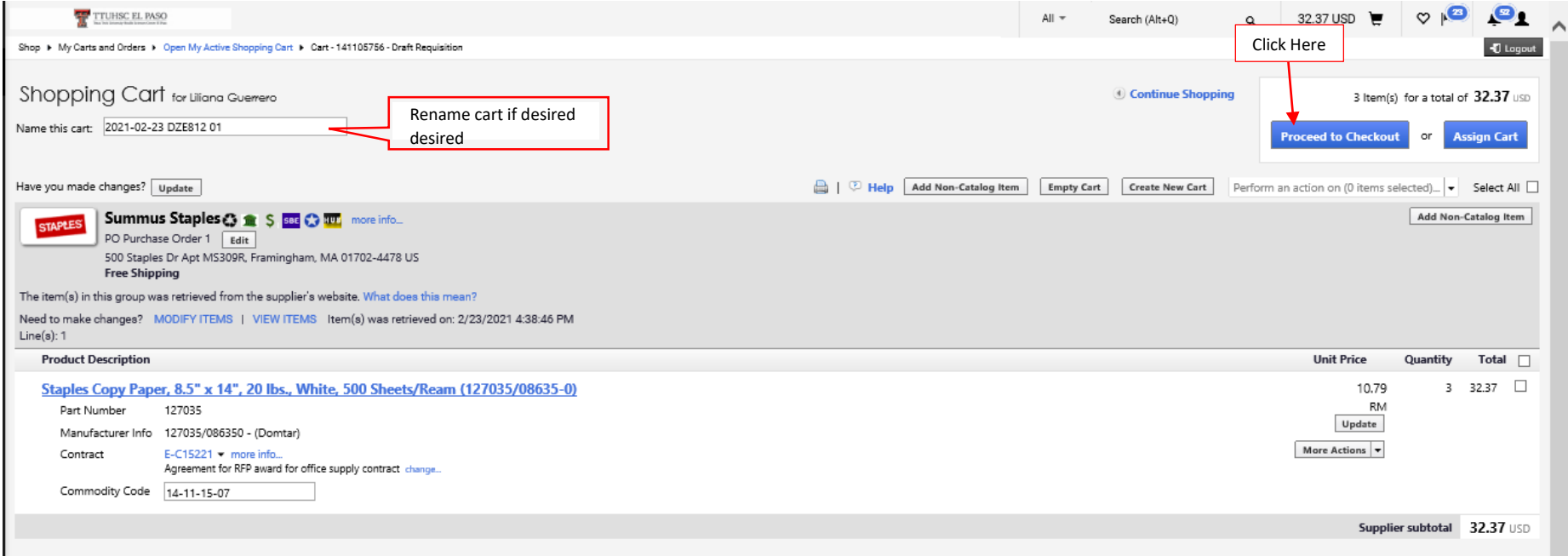
1 item in cart

Delivery

	Staples Copy Paper, 8.5" x 14", 20 lbs., White, 500 Sheets/Ream (127035/08635-0) Item # 127035 MFR # 127035/086350	3	@ \$10.79 500/RM	Remove	\$32.37
				<input checked="" type="radio"/> Delivery	\$32.37

Changing Cart Name:

Classic View



Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 141105756 - Draft Requisition

Shopping Cart for Liliana Guerrero Continue Shopping

Name this cart:
Rename cart if desired desired

Have you made changes?

Summus Staples

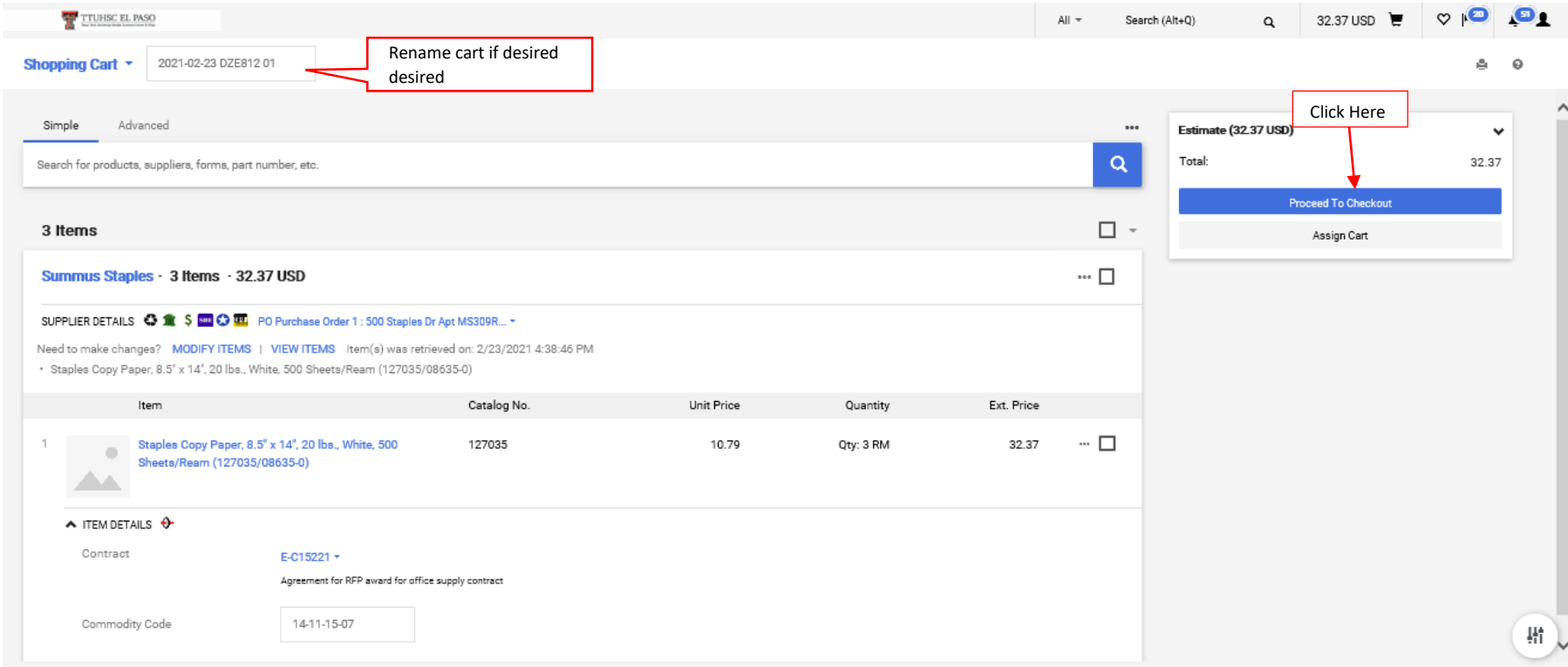
PO Purchase Order 1
 500 Staples Dr Apt M5309R, Framingham, MA 01702-4478 US
Free Shipping

The item(s) in this group was retrieved from the supplier's website. [What does this mean?](#)
 Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) | Item(s) was retrieved on: 2/23/2021 4:38:46 PM
 Line(s): 1

Product Description	Unit Price	Quantity	Total
Staples Copy Paper, 8.5" x 14", 20 lbs., White, 500 Sheets/Ream (127035/08635-0) Part Number 127035 Manufacturer Info 127035/086350 - (Domtar) Contract E-C15221 <input type="button" value="more info..."/> Agreement for RFP award for office supply contract change... Commodity Code <input type="text" value="14-11-15-07"/>	10.79	3	32.37
	RM		
	<input type="button" value="Update"/>		
	<input type="button" value="More Actions"/>		

Supplier subtotal 32.37 USD

New View



Shopping Cart ▾ 2021-02-23 DZE812 01

Rename cart if desired desired

Estimate (32.37 USD)

Total: 32.37


Proceed To Checkout

Assign Cart

Click Here


3 Items

Summus Staples - 3 Items - 32.37 USD

SUPPLIER DETAILS  PO Purchase Order 1 : 500 Staples Dr Apt MS309R...

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 2/23/2021 4:38:46 PM

- Staples Copy Paper, 8.5" x 14", 20 lbs., White, 500 Sheets/Ream (127035/08635-0)

Item	Catalog No.	Unit Price	Quantity	Ext. Price
1  Staples Copy Paper, 8.5" x 14", 20 lbs., White, 500 Sheets/Ream (127035/08635-0)	127035	10.79	Qty: 3 RM	32.37

ITEM DETAILS

Contract [E-C15221](#)

Agreement for RFP award for office supply contract

Commodity Code

Ship to Address:

The default ship-to address in the users profile is applied to each requisition created. This ship-to can be modified within the requisition.

To modify ship to information, select the edit box to the right of the Shipping Address information. A window opens with options to edit the current shipping address; select from stored ship-to addresses.

Classic View

The screenshot displays the 'Shipping' step of a requisition process. A yellow notification box states: "You have completed the required information in this step. At this point, you can do the following: Proceed to the next step: **Billing**. Go straight to the end: **Final Review**."

The 'Shipping' section shows the following details:

- Ship To:** Shipping address
- Contact Name:** Liliana Guerrero
- Phone:** +1 915-215-4582
- Email:** liliana.guerrero@ttuhsc.edu
- Tx Tech Univ HSC**
- 5001 El Paso Dr, Med Res Bldg**
- Rm/Building:** MSC51010
- El Paso, TX 79905**
- United States**

Below the shipping address, the 'Cardinal Account Code' is listed as 'Medical/Surgical Supplier Account Code' with a value of 'no value'.

On the right side, the 'Edit current shipping address...' form is visible, with a red callout box pointing to the 'Rm/Building' field containing 'MSC51010' and the text: "MSC Codes only".

Below the edit form, the 'Or choose from your addresses...' section shows a list of addresses, including 'HEP012' for 'Liliana Guerrero'. A red callout box points to the 'Use', 'Edit', and 'Delete' buttons for this address with the text: "Address options are – Use, Edit, and Delete. Default ship to can be modified as well."

At the bottom of the right sidebar, the 'Or select a new address...' search form is shown. A red callout box points to the search input field with the text: "Search by building name or shipping code."

A red callout box points to the 'edit' button in the 'Shipping' section with the text: "If needed, edit the selected address".

New View

TTUHSC EL PASO | All | Search (Alt+Q) | 32.37 USD

Requisition ▾ : 141105756

Summary | PO Preview | Comments | Attachments | History

General | **Shipping** | **Billing**

Cart Name	2021-02-23 DZE812 01	Ship To	Contact Name Liliana Guerrero Phone +1 915-215-4582 Email liliana.guerrero@ttuhsc.edu Tx Tech Univ HSC 5001 El Paso Dr, Med Res Bldg Rm/Building MSC51010 El Paso, TX 79905 United States	Bill To	no address Required
Description	no value	Cardinal Account Code	Medical/Surgical no value Supplier Account Code	Billing Options	Accounting Date no value Required
Priority	Normal				
Prepared by	Liliana Guerrero				
Prepared for	Liliana Guerrero				
Principal Investigator	no value				
Purchase Order Classification	no value				

Draft

Correct these issues.
You are unable to proceed until addressed.

- Required: Billing address
- Required: Accounting Date
- Required: Chart
- Required: Fund
- Required: Organization
- Required: Account
- Required: Program

Total (32.37 USD)

Subtotal	32.37
Total	32.37

If needed, edit the selected address

Edit Shipping

Ship To

Current Address - Liliana Guerrero, +1 915-215-4582, liliana.guerrero@ttuhsc.edu, [Contact Line 4], Tx Tech Univ HSC, 5001 El Paso Dr, Med Res Bldg, MSC51010, El Paso, TX 79905, United States

HEP012

Contact Name *	Liliana Guerrero	Nickname *	HEP012
Phone	+1 915-215-4582	Make default	✓
Email *	liliana.guerrero@ttuhsc.edu		
Contact Line 4			
Address Line 1	Tx Tech Univ HSC		
Address Line 2	5001 El Paso Dr, Med Res Bldg		
Rm/Building *			
City	El Paso		
State	TX		
Zip Code	79905		

Address options are - Use, Edit, and Delete. Default ship to can be modified as well.

MSC Codes only

Search additional | Results Per Page 10

Search by building name or shipping code.

Change Accounting Date:

Edits to the Accounting Date may be made in this area. The accounting date should not be modified from the date of purchase unless you are encumbering funds for the next fiscal.

Classic View

Orders Search Requisitions Summary - 141105756 - Draft Requisition

General Shipping Billing Line and Header FOAP Summary Internal Notes and Attachments External Notes and Attachments Final Review

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Account
- Required field: Accounting Date
- Required field: Chart
- Required field: Fund
- Required field: Organization
- Required field: Program

Requisition Summary Shipping Billing Line and Header FOAP Summary Supplier Info

General	Shipping	Billing
Cart Name 2021-02-23 DZE812 01 Description no value Priority Normal Prepared by Liliana Guerrero Prepared for Liliana Guerrero Principal Investigator no value Purchase Order Classification no value	Ship To Contact Name Liliana Guerrero Phone +1 915-215-4582 Email liliana.guerrero@ttuhsc.edu Tx Tech Univ HSC 5001 El Paso Dr, Med Res Bldg Rm/Building MSC51010 El Paso, TX 79905 United States Cardinal Account Code Medical/Surgical Supplier Account Code	Bill To TTUHSC at El Paso Accounts Payables 5001 El Paso Dr MSC 51009 El Paso, TX 79905-2827 United States Billing Options Accounting Date no value Required field

Billing Options

Accounting Date

mm/dd/yyyy
Required field

Save Cancel

Accounting D...

about:blank

February 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

[close] [clear]

Billing Options

Accounting Date

02/23/2021
mm/dd/yyyy
Required field

Save Cancel

New View

At this point, the entire requisition will be charged to the FOAP shown in the Line and Header FOAP Summary area. The **Account Code** within the FOAP is what identifies what is being purchased. If there are multiple types of items on the requisition, the account code **must** be entered for each item

1. Select "Edit" to the right of the FOAP details to change funding information for the entire requisition.

Classic View

Click edit to enter funding information

2. In the window that opens, alternate values may be selected from profile values if these have been added to the user’s profile. Otherwise, the select from all values link may be utilized in finding the code or if the code is known, simply type in the field provided, ending with a dash –E. Once the changes have been made, select SAVE. To cancel, select cancel.

Save when completed

New View

TTUHSC EL PASO | All | Search (Alt+Q) | 32.37 USD | 14

Requisition ▾ : 141105756

Summary | PO Preview | Comments | Attachments | History

Buyer Name	Buyer Phone Number
no value	no value

Line and Header FOAP Summary

Chart	Fund	Organization	Organization - Banner	Account	Program	Program - Banner	Activity
no value Required	no value Required	no value Required	no value	no value Required	no value Required	no value	no value

Draft

Correct these issues.
You are unable to proceed until addressed.

- Required: Chart
- Required: Fund
- Required: Organization
- Required: Account
- Required: Program

Click edit to enter funding information

Edit Line And Header FOAP Summary

Funding Information

Chart	Fund	Organization	Organization - Banner	Account	Program	Program - Banner	Activity
E	133006-E	533571-E	533571	730000-E	10-E	10	

+ ✓

Save when completed → Save Changes Close

Internal Notes and Attachments:

The notes or attachments included here are visible only within the institution and not to the vendor. To add an attachment select add attachment and proceed like for an email attachment. To type an internal note click edit and enter information in the field provided. Select save when finished. The notes or attachments are for Payments Services / Purchasing. ARTWORK OR QUOTES SHOULD NOT BE ADDED TO THE INTERNAL NOTES SECTION.

Classic View

The screenshot shows the 'Internal Notes and Attachments' interface in Classic View. On the left, there is a table with columns for 'Internal Note', 'Internal Attachments', and 'Event Title'. The 'Internal Note' field contains 'no note' and has an 'edit' button. The 'Internal Attachments' field contains 'no value' and has an 'Add Attachments' button. A red callout box points to the 'Add Attachments' button with the text 'Click to add an internal attachment'. Another red callout box points to the 'edit' button with the text 'Click edit to add internal note'. On the right, the 'Add Attachments' modal is open. It has 'Attachment Type' with radio buttons for 'File' (selected) and 'Link'. The 'File *' field has a 'Select files...' button circled in red. Below it, it says 'Drop files to attach, or browse.' and 'Maximum upload file size: 24.41 MB'. At the bottom, there is a '* Required' label, a 'Save Changes' button circled in red, and a 'Close' button.

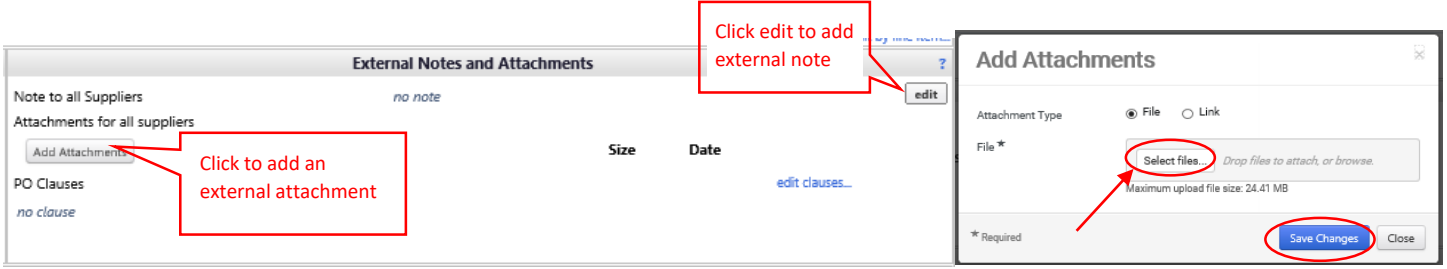
New View

The screenshot shows the 'Internal Notes and Attachments' interface in New View. On the left, there is a table with columns for 'Internal Note', 'Internal Attachments', and 'Event Title'. The 'Internal Note' field contains 'no value' and has an 'edit' button circled in red. A red callout box points to the 'edit' button with the text 'Click edit to add an internal note'. The 'Internal Attachments' field contains 'no value' and has an 'Add' button circled in red. A red callout box points to the 'Add' button with the text 'Click ADD to add an internal attachment'. On the right, the 'Add Attachments' modal is open. It has 'Attachment Type' with radio buttons for 'File' (selected) and 'Link'. The 'File(s) *' field has a 'SELECT FILES...' button circled in red. Below it, it says 'Drop files to attach, or browse.' and 'Maximum upload file size: 24.41 MB'. At the bottom, there is a 'Save Changes' button circled in red and a 'Close' button.

External Notes and Attachments:

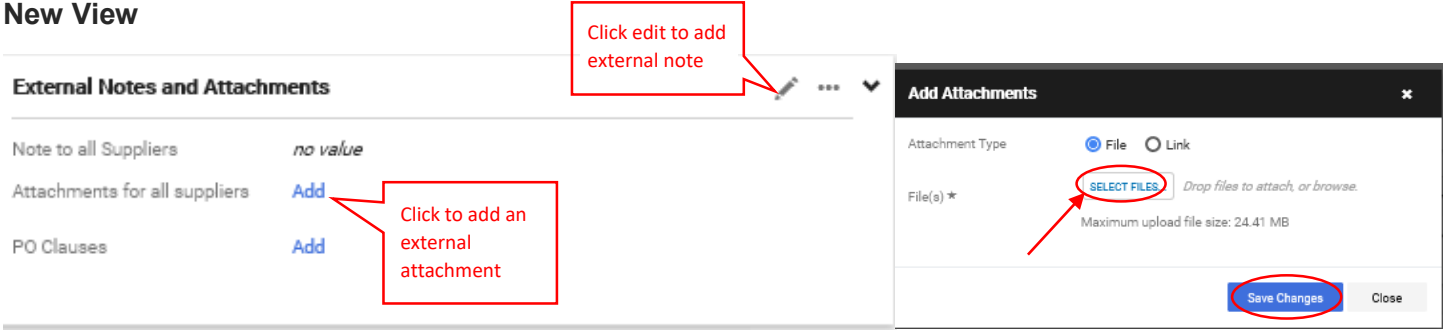
This section is used for things such as quotes, artwork and notes to vendor. The notes or attachments included here are visible to the vendor as well as within the institution. To add an attachment, select the link titled add attachment. To include a note, select the edit button typing the note in the field provided. Select save when finished. **Ship to addresses should not be entered in this area.**

Classic View



The screenshot shows the 'External Notes and Attachments' interface in Classic View. On the left, there are sections for 'Note to all Suppliers' (no note), 'Attachments for all suppliers' (with an 'Add Attachments' button), and 'PO Clauses' (no clause). A table with columns 'Size' and 'Date' is visible. On the right, an 'Add Attachments' modal is open, showing 'Attachment Type' (File selected), a 'File*' field with a 'Select files...' button, and 'Save Changes' and 'Close' buttons. Red callout boxes point to the 'Add Attachments' button with the text 'Click to add an external attachment', the 'edit' button with 'Click edit to add external note', the 'Select files...' button with 'Select files...', and the 'Save Changes' button.

New View

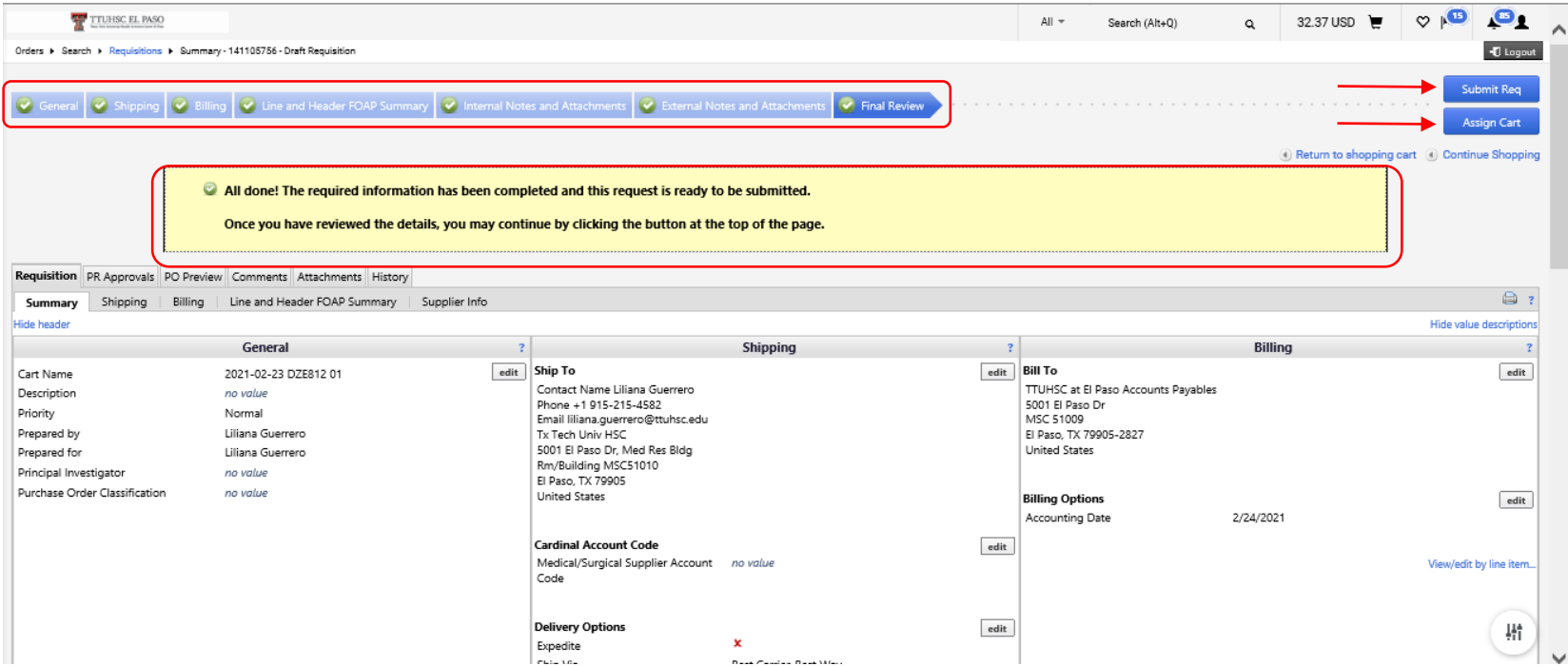


The screenshot shows the 'External Notes and Attachments' interface in New View. On the left, there are sections for 'Note to all Suppliers' (no value), 'Attachments for all suppliers' (with an 'Add' button), and 'PO Clauses' (with an 'Add' button). On the right, an 'Add Attachments' modal is open, showing 'Attachment Type' (File selected), a 'File(s) *' field with a 'SELECT FILES' button, and 'Save Changes' and 'Close' buttons. Red callout boxes point to the 'Add' button with the text 'Click to add an external attachment', the edit icon with 'Click edit to add external note', the 'SELECT FILES' button with 'SELECT FILES', and the 'Save Changes' button.

Review Requisition before Submittal:

Once the final review is complete, the next step is Submit Requisition or Assign Cart. Assign cart would be used when a specific person is to take action on the requisition. After you submit the requisition and it is approved by all internal approvers, it becomes Purchase Order. A PO is a legally binding document. Once created, it is usually difficult to cancel an order. Requisitions should not be submitted unless the department is sure they want to order the goods or services.


Classic View



The screenshot shows a requisition review page for 'Summary - 141105756 - Draft Requisition'. At the top, a navigation bar includes 'General', 'Shipping', 'Billing', 'Line and Header FOAP Summary', 'Internal Notes and Attachments', 'External Notes and Attachments', and 'Final Review'. The 'Final Review' step is highlighted with a red box. To the right, 'Submit Req' and 'Assign Cart' buttons are visible. A yellow message box states: 'All done! The required information has been completed and this request is ready to be submitted. Once you have reviewed the details, you may continue by clicking the button at the top of the page.' Below this, the requisition details are shown in a table with columns for 'General', 'Shipping', and 'Billing'.

General	Shipping	Billing
Cart Name 2021-02-23 DZE812 01 Description no value Priority Normal Prepared by Liliana Guerrero Prepared for Liliana Guerrero Principal Investigator no value Purchase Order Classification no value	Ship To Contact Name Liliana Guerrero Phone +1 915-215-4582 Email liliana.guerrero@ttuhsc.edu Tx Tech Univ HSC 5001 El Paso Dr, Med Res Bldg Rm/Building MSC51010 El Paso, TX 79905 United States Cardinal Account Code Medical/Surgical Supplier Account Code no value Delivery Options Expedite x	Bill To TTUHSC at El Paso Accounts Payables 5001 El Paso Dr MSC 51009 El Paso, TX 79905-2827 United States Billing Options Accounting Date 2/24/2021

New View


TTUHSC EL PASO

All ▾
Search (Alt+Q) 🔍
32.37 USD 🛒
📌 15

Requisition ▾ : 141105756
👁️ 🖨️ 🗑️

Summary
PO Preview
Comments
Attachments
History

General ✎ ...

Cart Name 2021-02-23 DZE812 01

Description *no value*

Priority Normal

Prepared by Liliana Guerrero

Prepared for Liliana Guerrero

Principal Investigator *no value*

Purchase Order Classification *no value*

Shipping ✎ ...

Ship To

Contact Name Liliana Guerrero
 Phone +1 915-215-4582
 Email liliana.guerrero@ttuhsc.edu
 Tx Tech Univ HSC
 5001 El Paso Dr, Med Res Bldg
 Rm/Building MSC51010
 El Paso, TX 79905
 United States

Cardinal Account Code

Medical/Surgical *no value*
 Supplier Account Code

Delivery Options

Expedite ✘

Ship Via **Best Carrier-Best Way**

Requested Delivery *no value*

Billing ✎ ... ▾

Bill To

TTUHSC at El Paso Accounts Payables
 5001 El Paso Dr
 MSC 51009
 El Paso, TX 79905-2827
 United States

Billing Options

Accounting Date 2/24/2021

Draft

Total (32.37 USD) ▾

Subtotal 32.37

32.37

Submit Req

Assign Cart

What's next for my order? ▾

Next Step **Budget Authorization**

Approvers **Automatically calculated by system**

Workflow 🖨️

Show skipped steps

➔

Draft

Active
Liliana Guerrero

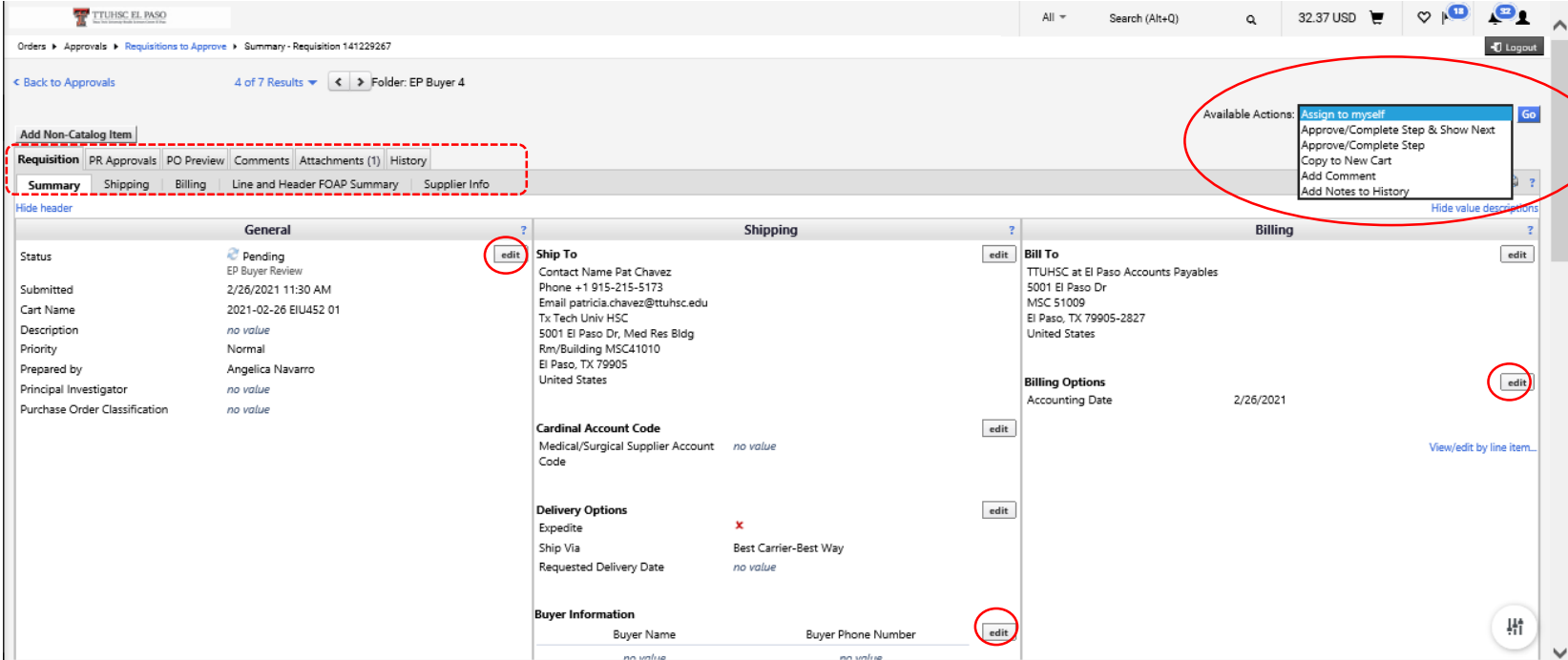
↓

Budget Authorization

Future

Approval of Requisitions:

Classic View








Orders > Approvals > Requisitions to Approve > Summary - Requisition 141229267
 4 of 7 Results | Folder: EP Buyer 4


Add Non-Catalog Item | **Requisition** | PR Approvals | PO Preview | Comments | Attachments (1) | History

Summary | Shipping | Billing | Line and Header FOAP Summary | Supplier Info

General	Shipping	Billing
Status Pending EP Buyer Review edit	Ship To edit Contact Name Pat Chavez Phone +1 915-215-5173 Email patricia.chavez@ttuhsc.edu Tx Tech Univ HSC 5001 El Paso Dr, Med Res Bldg Rm/Building MSC41010 El Paso, TX 79905 United States	Bill To edit TTUHSC at El Paso Accounts Payables 5001 El Paso Dr MSC 51009 El Paso, TX 79905-2827 United States
Submitted 2/26/2021 11:30 AM Cart Name 2021-02-26 EIU452 01 Description no value Priority Normal Prepared by Angelica Navarro Principal Investigator no value Purchase Order Classification no value	Cardinal Account Code edit Medical/Surgical Supplier Account Code no value Delivery Options edit Expedite x Ship Via Best Carrier-Best Way Requested Delivery Date no value	Billing Options edit Accounting Date 2/26/2021 View/edit by line item...
	Buyer Information edit Buyer Name no value Buyer Phone Number no value	

Available Actions: Assign to myself, Approve/Complete Step & Show Next, Approve/Complete Step, Copy to New Cart, Add Comment, Add Notes to History


All Search (Alt+Q) 32.37 USD    


[Orders](#) > [Approvals](#) > [Requisitions to Approve](#) > [Approvals - Requisition 141229267](#)


[Back to Approvals](#) 4 of 7 Results Folder: EP Buyer 4

Requisition **PR Approvals** PO Preview Comments Attachments (1) History

Available Actions: [Go](#)

Show skipped steps
 Orientation:

 Submitted

Angelica Navarro
2/26/2021 11:30 AM


Budget Authorization


Completed ✓
✓ System

Banner FOAPAL Approval


Approved ✓
✓ Valerie Perez

EP Buyer Review

Active 
[View approvers](#)

 Create PO


Future ⇌
[Expedite](#)

 Finish

[Expedite](#)

Requisition **PR Approvals** PO Preview Comments Attachments (1) History

Show skipped steps
 Orientation:

 Submitted

Angelica Navarro
2/26/2021 11:30 AM


Budget Authorization


Completed ✓
✓ System

Banner FOAPAL Approval


Approved ✓
✓ Valerie Perez



EP Buyer Review

Active 
[View approvers](#)

 Create PO

Future ⇌

 Finish

Workflow Step Approvers (EP Buyer Review)  

Approver Group : EP Buyer 4

Annette Hinojos	annette.a.hinojos@ttuhsc.edu	+1 915-215-4582
Liliana Guerrero	liliana.guerrero@ttuhsc.edu	+1 915-215-4582
Mary Jane Lopez	Mary.J.Lopez@ttuhsc.edu	+1 915-215-5084
Oscar Wilson	oscar.wilson@ttuhsc.edu	+1 915-215-6497
Patricia Myers	patricia.l.myers@ttuhsc.edu	+1 915-215-4220

[Close](#)

New View

Requisition 141205501

Summary | Preview | Comments | Attachments | History

You are reviewing a requisition currently assigned to the approver Patricia Myers
You are reviewing a requisition that has been resubmitted

General	Shipping	Billing
Status Pending EP Medical Surgical Supplier (Patricia Myers)	Ship To Contact Name ida Baray Phone +1 915-215-6134 Email ida.baray@ttuhsc.edu MSC041004 Tx Tech Univ HSC 5001 El Paso Dr, Med Res Bldg Rm/Building 302-H School Of Nursing El Paso, TX 79905 United States	Bill To TTUHSC at El Paso Accounts Payable 5001 El Paso Dr MSC 51009 El Paso, TX 79905-2827 United States
Submitted 2/25/2021 5:29 PM Cart Name Henry Schein GGHSON Feb.25. 2021 Description no value Priority Normal Prepared by ida Baray Principal Investigator no value Purchase Order Classification V Coop Premier	Cardinal Account Code 03739301 Delivery Options	Billing Options Accounting Date 2/25/2021

Pending

Total (580.87 USD)

Subtotal 580.87

580.87

Assign To Myself

Reject

What's next?

Workflow

Show skipped steps

Submitted 2/25/2021 5:29 PM
Ida Baray

Budget Authorization Completed System

Banner FOAPAL Approval Approved Jose Castaneda

EP Medical Surgical Supplier Approved Patricia Myers

EP Purchase Review Future

Create PO Future

Requisition 141205501

- Assign to myself
- Approve/Complete Step
- Return to Requisition
- Forward to ...
- Copy to New Cart
- Add Comment
- Add Notes to History
- Reject Requisition
- View My Orders (Last 90 Days)

You have 2 places where you can select the different actions

What's next?

Workflow

Show skipped steps

Submitted 2/25/2021 5:29 PM
Ida Baray

Budget Authorization Completed System

Banner FOAPAL Approval Approved Jose Castaneda

EP Medical Surgical Supplier Approved Patricia Myers

EP Purchase Review Future

Create PO Future

PO Approval Workflow and clicking the arrow show who has authority to approve

EP Purchase Review

Future

EP Line Level Approval

Annette Hinojos
annette.a.hinojos@ttuhsc.edu
+1 915-215-4592

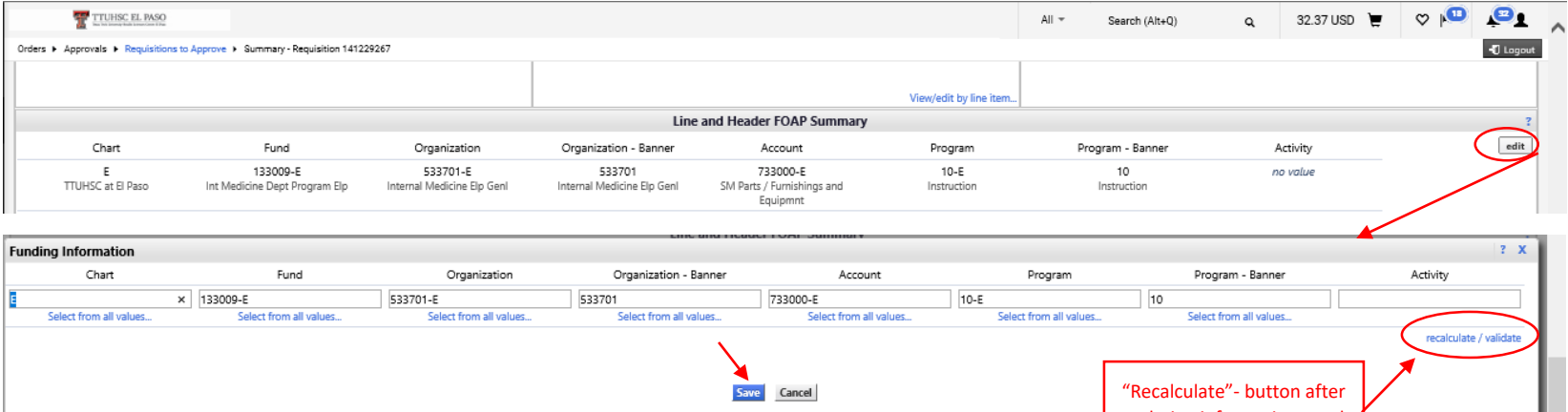
Liliana Guerrero
liliana.guerrero@ttuhsc.edu
+1 915-215-4592

Patricia Myers
patricia.l.myers@ttuhsc.edu
+1 915-215-4220

Create PO Future

Line Header FOAP:

Classic View



The screenshot shows the 'Line and Header FOAP Summary' and 'Funding Information' sections. The 'Line and Header FOAP Summary' table contains the following data:

Chart	Fund	Organization	Organization - Banner	Account	Program	Program - Banner	Activity
E	133009-E	533701-E	533701	733000-E	10-E	10	no value

The 'Funding Information' section shows a form with the following values:

Chart	Fund	Organization	Organization - Banner	Account	Program	Program - Banner	Activity
E	133009-E	533701-E	533701	733000-E	10-E	10	

Annotations in the image include:

- A red circle around the 'edit' button in the top right of the 'Line and Header FOAP Summary' table.
- A red circle around the 'recalculate / validate' button in the 'Funding Information' section.
- A red box containing the text: "Recalculate"- button after updating information need to click here, with an arrow pointing to the 'recalculate / validate' button.
- A red arrow pointing from the 'edit' button to the 'recalculate / validate' button.
- A red arrow pointing to the 'Save' button in the 'Funding Information' section.

TTUHSC EL PASO

Orders > Approvals > Requisitions to Approve > Line and Header FOAP Summary - Requisition 141229267

Available Actions: Assign to myself

Requisition PR Approvals PO Preview Comments Attachments (1) History

Summary Shipping Billing **Line and Header FOAP Summary** Supplier Info

Hide value descriptions

Line and Header FOAP Summary

These values apply to all lines unless specified by line item

Chart	Fund	Organization	Organization - Banner	Account	Program	Program - Banner	Activity
E TTUHSC at El Paso	133009-E Int Medicine Dept Program Eip	533701-E Internal Medicine Eip Genl	533701 Internal Medicine Eip Genl	733000-E SM Parts / Furnishings and Equipment	10-E Instruction	10 Instruction	no value

edit

For selected line items Change Supplier

Go

Fastsigns - El Paso more info...

PO Purchase Order 1
1201 Airway Blvd Ste D3, El Paso, TX 79925-3647 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Acrylic .25 (1/4") (36x36) more info...		1/EA	249.00	1 EA	249.00 USD

Funding Information (same as header)

edit

Funding Information

Chart	Fund	Organization	Organization - Banner	Account	Program	Program - Banner	Activity
Select from all values...	133009-E Select from all values...	533701-E Select from all values...	533701 Select from all values...	733000-E Select from all values...	10-E Select from all values...	10 Select from all values...	

recalculate / validate

add split

Save Cancel

New View

TTUHS EL PASO | All | Search (Alt+Q) | 32.37 USD | 17 | 1 of 1 Results

Requisition : 141205501

Summary | PO Preview | Comments 4 | Attachments 1 | History

Chart	Fund	Organization	Organization - Banner	Account	Program	Program - Banner	Activity
E TTUHS at El Paso	183083-E Hunt SON Standardized Pt Fee	103801-E TECHS Elp	103801 TECHS Elp	731200-E SM Medical Supplies	50-E Student Services	50 Student Services	no value

Submitted 2/25/2021 5:29 PM Ida Barry

Budget Authorization Completed System

Edit Line And Header FOAP Summary

Funding Information

Chart	Fund	Organization	Organization - Banner	Account	Program	Program - Banner	Activity
E	183083-E	103801-E	103801	731200-E	50-E	50	

Save Changes Close

“Recalculate”- button after updating information need to click here

Edit Line And Header FOAP Summary

Funding Information

Chart	Fund	Organization	Organization - Banner	Account	Program	Program - Banner	Activity	% of Quantity
E	183083-E	103801-E	103801	731200-E	50-E	50		Enter amount
E	183083-E	103801-E	103801	731200-E	50-E	50		Enter amount

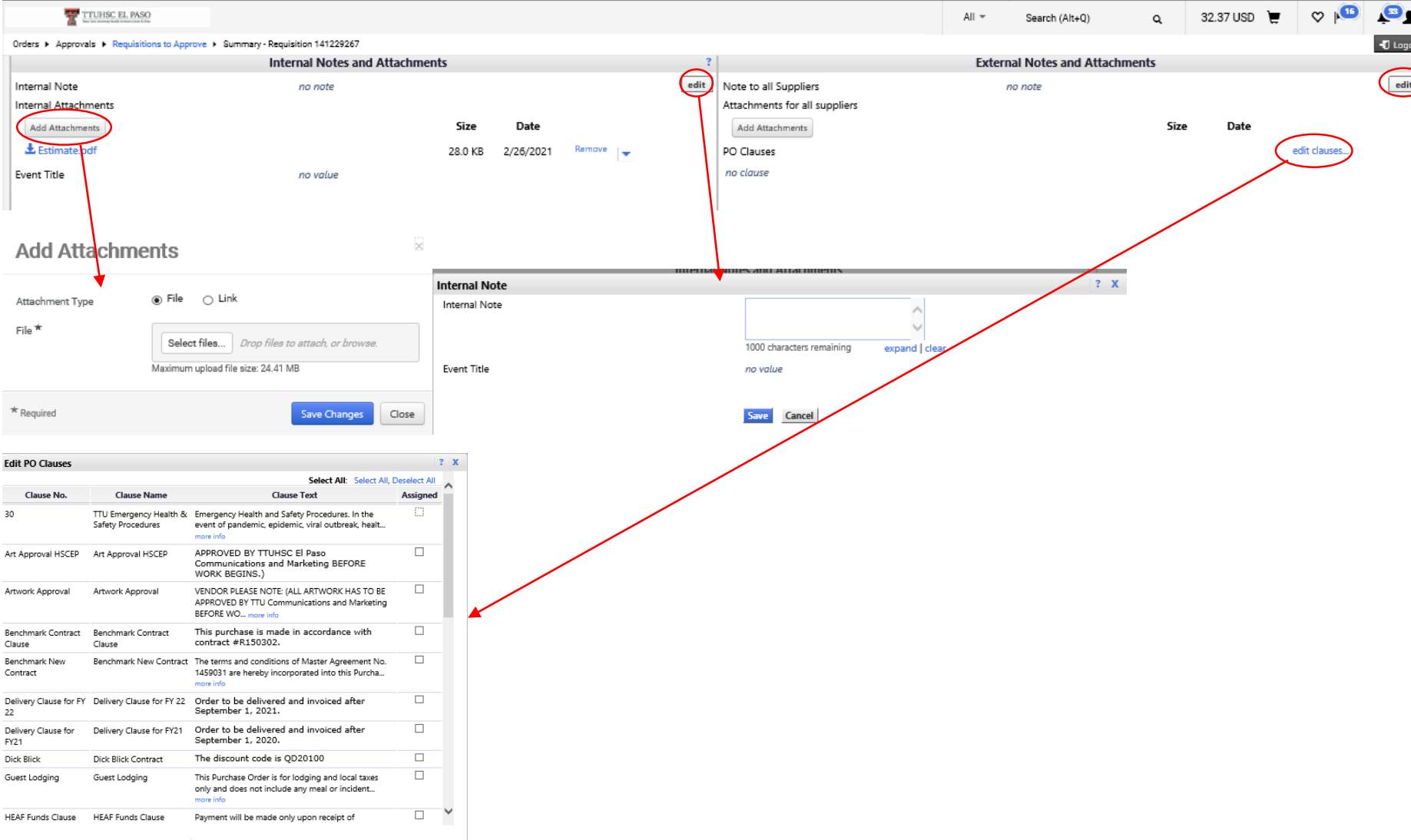
Document sub Split Total 0.00

Save Changes Close

Click here to add split FOAPs

Internal/External Notes and Attachments:

Classic View



Internal Notes and Attachments
? edit

Internal Note: no note
 Internal Attachments: Add Attachments, Estimate.pdf (28.0 KB, 2/26/2021)
 Event Title: no value

External Notes and Attachments
? edit

Note to all Suppliers: Note to all Suppliers
 Attachments for all suppliers: Add Attachments
 PO Clauses: PO Clauses, edit clauses... (no clause)

Add Attachments

Attachment Type: File Link

File*: Drop files to attach, or browse.
Maximum upload file size: 24.41 MB

* Required Save Changes Close

Internal Note ? X

Internal Note:
1000 characters remaining expand | clear

Event Title: no value

Save Cancel

Edit PO Clauses ? X

Select All: Select All, Deselect All

Clause No.	Clause Name	Clause Text	Assigned
30	TTU Emergency Health & Safety Procedures	Emergency Health and Safety Procedures. In the event of pandemic, epidemic, viral outbreak, health...	<input type="checkbox"/>
Art Approval HSCEP	Art Approval HSCEP	APPROVED BY TTUHSCEP El Paso Communications and Marketing BEFORE WORK BEGINS.)	<input type="checkbox"/>
Artwork Approval	Artwork Approval	VENDOR PLEASE NOTE: (ALL ARTWORK HAS TO BE APPROVED BY TTU Communications and Marketing BEFORE WO...	<input type="checkbox"/>
Benchmark Contract Clause	Benchmark Contract Clause	This purchase is made in accordance with contract #R150302.	<input type="checkbox"/>
Benchmark New Contract	Benchmark New Contract	The terms and conditions of Master Agreement No. 1459031 are hereby incorporated into this Purcha...	<input type="checkbox"/>
Delivery Clause for FY 22	Delivery Clause for FY 22	Order to be delivered and invoiced after September 1, 2021.	<input type="checkbox"/>
Delivery Clause for FY21	Delivery Clause for FY21	Order to be delivered and invoiced after September 1, 2020.	<input type="checkbox"/>
Dick Blick	Dick Blick Contract	The discount code is QD20100	<input type="checkbox"/>
Guest Lodging	Guest Lodging	This Purchase Order is for lodging and local taxes only and does not include any meal or incident...	<input type="checkbox"/>
HEAF Funds Clause	HEAF Funds Clause	Payment will be made only upon receipt of	<input type="checkbox"/>

Save Close

New View

TTUHSCE EL PASO Search (Alt+Q) 32.37 USD 1 of 1 Results

Requisition : 141205501

Summary PO Preview Comments Attachments History

Line and Header FOAP Summary

Chart	Fund	Organization	Organization - Banner	Account	Program	Program - Banner	Activity
E	183083-E	103801-E	103801	731200-E	50-E	50	no value
TTUHSCE at El Paso	Hunt SON Standardized Pt Fee	TECHS Elp	TECHS Elp	SM Medical Supplies	Student Services	Student Services	

Internal Notes and Attachments

Internal Note: no value

Internal Attachments: Henry Schein Quote Feb.25, 2021.pdf

Event Title: no value

External Notes and Attachments

Note to all Suppliers: no value

Attachments for all suppliers: Add

PO Clauses: Edit View details

Submitted
2/25/2021 5:29 PM
Ida Baray

Budget Authorization
Completed System

Banner FOAPAL Approval
Approved Jose Castaneda

EP Medical Surgical Supplier
Active Patricia Myers

EP Purchase Review
Future

Edit PO Clauses (3)

No.	Name	Text	
30	TTU Emergency Health & Safety Procedures	Emergency Health and Safety Procedures. In the event of pandemic, epidemic, viral outbreak, health crisis, or other emergency ("Emergency"), TTU may, at its sole discretion, implement new or modified health and safety procedures in order to protect the health and safety of the TTU community. In the event of Emergency, Contractor agree to adhere to all such procedures and related...	✓
	State Agency Clause	As a state agency of Texas, all transactions must comply with Texas...	✓
	Texas Tech is a Tax Exempt Org	As an agency of the State of Texas, the University is exempt from payment of: (1) Texas state and local sales or use tax on all purchases (Texas Tax Code, section 151.309 (4)) Exemption numbers do not exist and this signed letter suffices for an exemption certificate. Taxes of other states are not applicable if the destination or delivery point is in Texas. The State of Texas Ta...	✓
	Art Approval HSCCP	APPROVED BY TTUHSCE El Paso Communications and Marketing BEFORE WORK BEGINS.	□
	Artwork Approval	VENDOR PLEASE NOTE (ALL ARTWORK HAS TO BE APPROVED BY TTU Communications and Marketing BEFORE WORK BEGINS.)	□
	Benchmark Contract Clause	This purchase is made in accordance with contract #R150302.	□
	Benchmark New Contract	The terms and conditions of Master Agreement No. 1489031 are hereby incorporated into this Purchase Order by reference. To the extent that the terms of the Master Agreement conflict with the terms of this Purchase Order, the terms of the Master Agreement shall prevail.	□

Save Changes Cancel

Add Attachments

Attachment Type: File Link

SELECT FILES... Drop files to attach, or browse.

File(s) *

Maximum upload file size: 24.41 MB

Save Changes Close

Edit Internal Notes And Attachments

Internal Note

Internal Note: [Text Area]

1000 characters remaining expand | clear

Event Title: No Value

Save Changes Close

Supplier and Line Item Details:

Classic View

[Fastsigns - El Paso](#) [more info...](#)
 PO Purchase Order 1
 1201 Airway Blvd Ste D3, El Paso, TX 79925-3647 US
[Add non-catalog item for this supplier...](#)

Contract *no value*
 PO Number To Be Assigned [View/edit by line item...](#)

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 Acrylic .25 (1/4") (36x36) more info...		1/EA	249.00	1 EA	249.00 USD	<input type="checkbox"/> edit

Specifications/Long Text Acrylic .1875 (3/16") with cut or printed vinyl applied. Desk/counter Guard with 3" X 14" opening
 Commodity Code *no value*
 Recurring Payment
 Advanced Pay

Internal Note *no note*
 Internal Attachments [Add Attachments](#)
 External Note *no note*
 Attachments for supplier [Add Attachments](#)

[Fastsigns - El Paso](#) [Edit supplier's profile](#)
 Supplier 360 [Supplier](#) [Contracts](#)

Supplier Details	Internal Notes
<p>Fastsigns - El Paso</p> <ul style="list-style-type: none"> In Network Active Non-Catalog <p>Legal Name Fastsigns - El Paso</p> <p>DBA Fastsigns - El Paso</p> <p>Aliases -</p> <p>Supplier No. R10278781</p> <p>3rd Party Ref No. -</p> <p>MBU IDs -</p> <p>Date of Last Order 2/24/2021</p> <p>Diversity -</p> <p>Registration Status None</p> <p>Business Description <i>There is no business description available for this supplier.</i></p>	<p>There are no Internal Notes to display.</p>

Edit Line [?](#) [X](#)

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Acrylic .25 (1/4") (36x36)		1/EA	249.00	1 EA	249.00 USD

Specifications/Long Text Acrylic .1875 (3/16") with cut or printed vinyl applied. Desk/counter Guard with 3" X 14" opening

Commodity Code
 Recurring Payment
 Advanced Pay

Internal Note [Select price or contract](#)
 External Note

1000 characters remaining [expand](#) | [clear](#)
 1000 characters remaining [expand](#) | [clear](#)

[Save](#) [Cancel](#)

New View

Requisition : 141205501

Supplier: Summus Henry Schein | 4 Items - 580.87 USD

Status	Item	Catalog No.	Unit Price	Quantity	Ext. Price
1	Pad Prep Webcol Alcohol Large 200/Bx, 20 BX/CA	8900682	37.00	1 CS	37.00
2	Kit IV Starter Chloraprep W/ Tegaderm Transparent Film Dressing 1624w LF 100/Ca	1304978	181.29	3 CS	543.87

Supplier Details: Summus Henry Schein

- Submitted: 2/25/2021 9:29 PM
- Budget Authorization: Completed System
- Banner FOAPAL Approval: Approved Jose Castaneda
- EP Medical Surgical Supplier: Active Patricia Myers
- EP Purchase Review: Future

Edit Line 1: Item Details

1	Pad Prep Webcol Alcohol Large 200/Bx, 20 BX/CA	8900682	37.00	1 CS	37.00
---	--	---------	-------	------	-------

Contract: E-PP-DS-075
 Select price or contract...

Commodity Code: 42-29-54-21

Recurring Payment:

Advanced Pay:

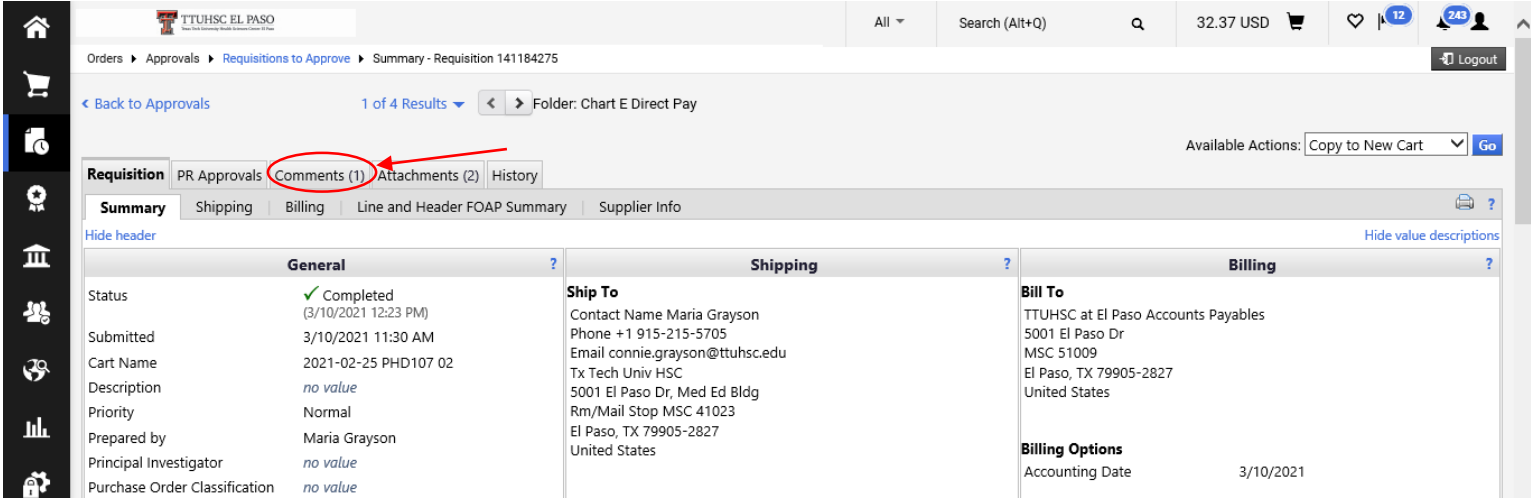
Internal Note:

External Note:

Save Cancel

Comments Section:

Classic View



Orders > Approvals > Requisitions to Approve > Summary - Requisition 141184275

[Back to Approvals](#) 1 of 4 Results Folder: Chart E Direct Pay

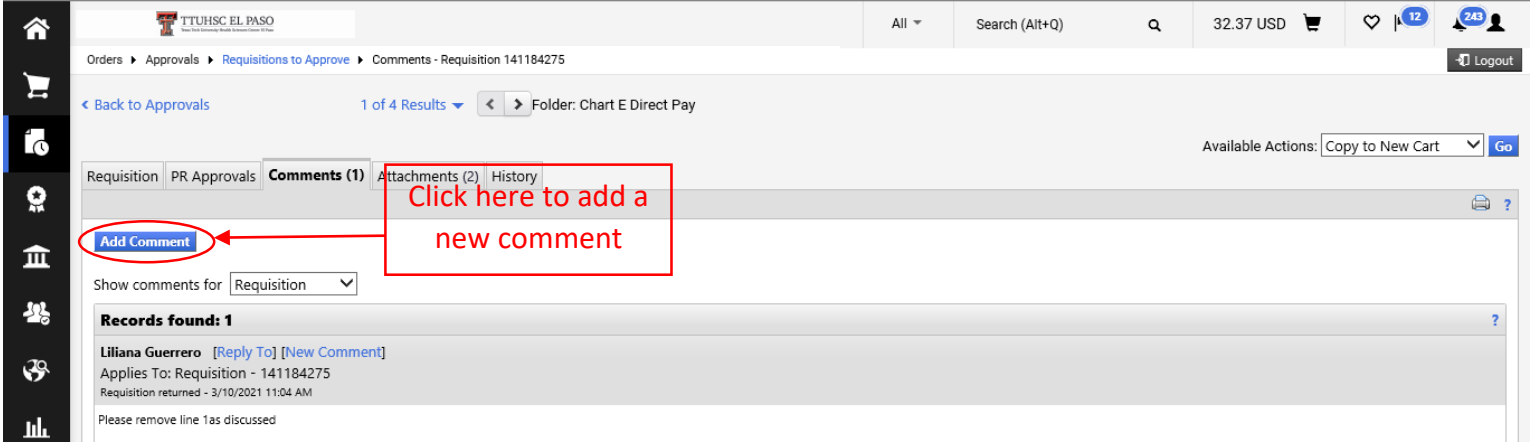
Available Actions: [Copy to New Cart](#) [Go](#)

Requisition | PR Approvals | **Comments (1)** | Attachments (2) | History

Summary | Shipping | Billing | Line and Header FOAP Summary | Supplier Info

Hide header [Hide value descriptions](#)

General	Shipping	Billing
Status ✔ Completed (3/10/2021 12:23 PM) Submitted 3/10/2021 11:30 AM Cart Name 2021-02-25 PHD107 02 Description no value Priority Normal Prepared by Maria Grayson Principal Investigator no value Purchase Order Classification no value	Ship To Contact Name Maria Grayson Phone +1 915-215-5705 Email connie.grayson@ttuhsc.edu Tx Tech Univ HSC 5001 El Paso Dr, Med Ed Bldg Rm/Mail Stop MSC 41023 El Paso, TX 79905-2827 United States	Bill To TTUHSC at El Paso Accounts Payables 5001 El Paso Dr MSC 51009 El Paso, TX 79905-2827 United States Billing Options Accounting Date 3/10/2021



Orders > Approvals > Requisitions to Approve > Comments - Requisition 141184275

[Back to Approvals](#) 1 of 4 Results Folder: Chart E Direct Pay

Available Actions: [Copy to New Cart](#) [Go](#)

Requisition | PR Approvals | **Comments (1)** | Attachments (2) | History

[Add Comment](#)

Show comments for [Requisition](#)

Records found: 1

Liliana Guerrero [\[Reply To\]](#) [\[New Comment\]](#)
 Applies To: Requisition - 141184275
 Requisition returned - 3/10/2021 11:04 AM
 Please remove line 1as discussed

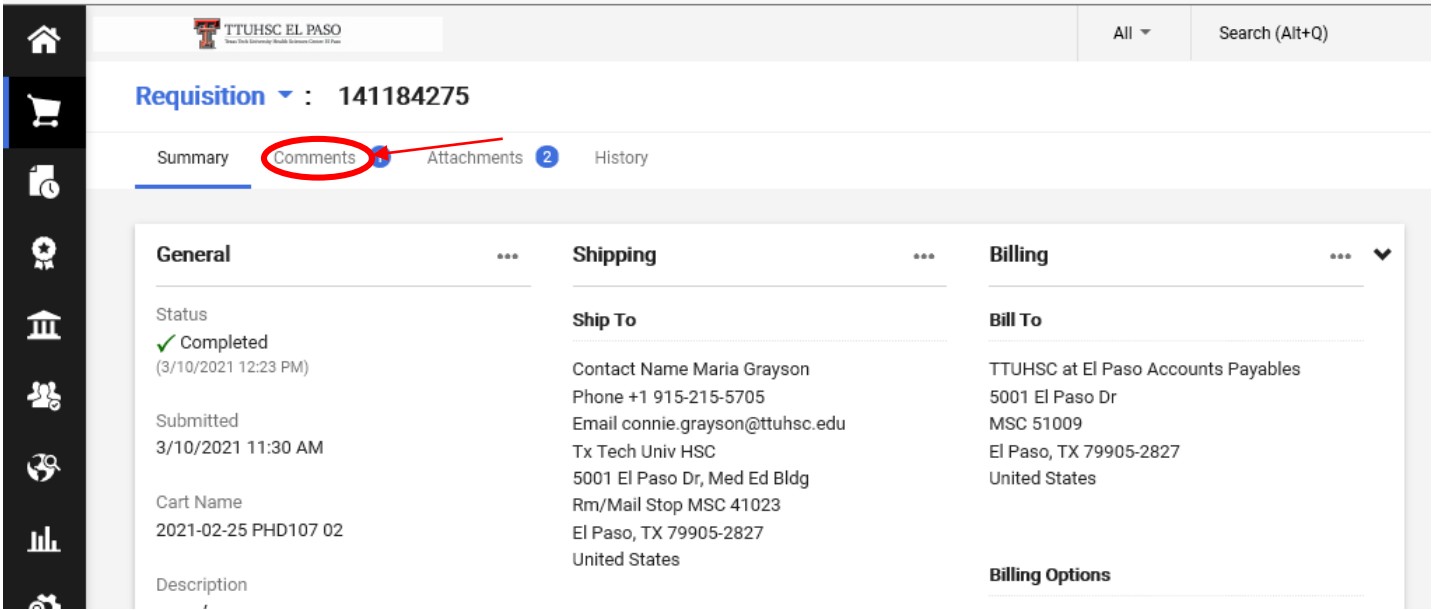
The screenshot shows a web application interface with a modal dialog titled "Add Comment". The dialog contains the following elements:

- A header section with the title "Add Comment" and a close button.
- A paragraph of text: "This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document."
- A section titled "Email notification(s):" containing a list of users with checkboxes:
 - Liliana Guerrero (Approved) <liliana.guerrero@ttuhsc.edu>
 - Connie Grayson (Prepared by) <connie.grayson@ttuhsc.edu>
 - Martha Karlsruhe (Approved) <martha.karlsruher@ttuhsc.edu>
- A link: "Add email recipient..."
- A text input field with the placeholder "Enter comment here".
- A character count: "1000 characters remaining".
- A section titled "Attach file to this document (optional):" with a dropdown menu for "Attachment Type" set to "File".
- At the bottom, there are "Add Comment" and "Close" buttons.

Red callout boxes with arrows point to these elements, providing instructions:

- "Click here to select the person(s) you want to send the comment" (points to the user list).
- "Enter comment here" (points to the text input field).
- "Click here to cancel/delete comment" (points to the "Close" button).
- "Click here to add comment once completed" (points to the "Add Comment" button).
- "Click here to search and add the email of a different person not currently listed above" (points to the "Add email recipient..." link).
- "Click here to search and attach a document to the comment" (points to the "Browse..." button in the attachment section).

New View

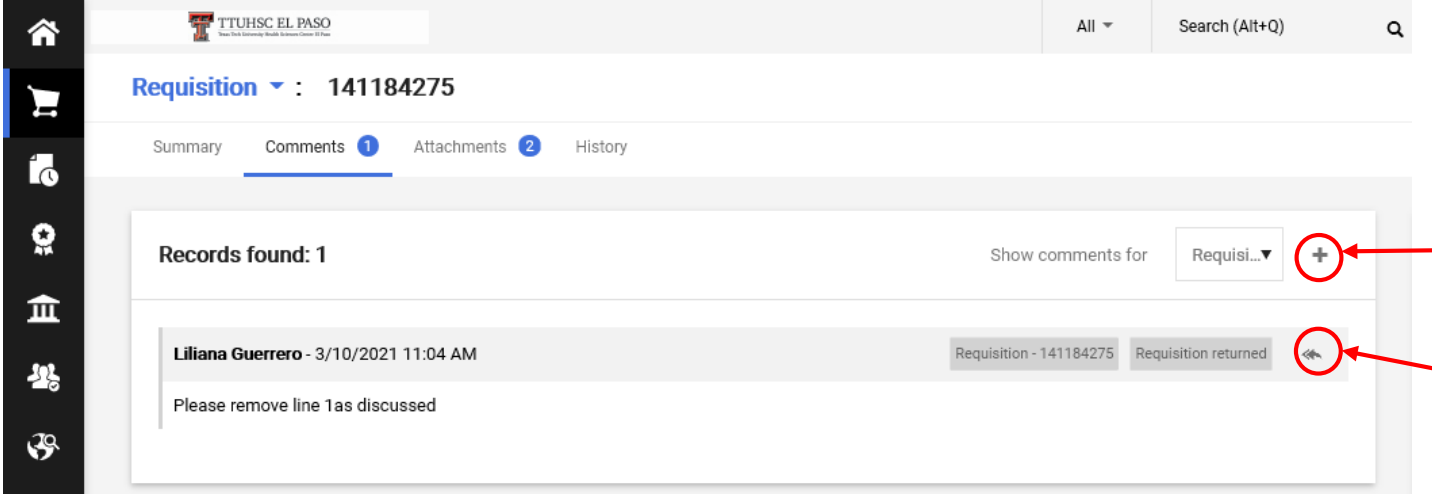


TTUHSC EL PASO | All ▾ | Search (Alt+Q)

Requisition ▾ : 141184275

Summary | **Comments** | Attachments 2 | History

General	Shipping	Billing
Status ✓ Completed (3/10/2021 12:23 PM)	Ship To Contact Name Maria Grayson Phone +1 915-215-5705 Email connie.grayson@ttuhsc.edu Tx Tech Univ HSC 5001 El Paso Dr, Med Ed Bldg Rm/Mail Stop MSC 41023 El Paso, TX 79905-2827 United States	Bill To TTUHSC at El Paso Accounts Payables 5001 El Paso Dr MSC 51009 El Paso, TX 79905-2827 United States
Submitted 3/10/2021 11:30 AM		
Cart Name 2021-02-25 PHD107 02		
Description .		Billing Options



TTUHSC EL PASO | All ▾ | Search (Alt+Q)

Requisition ▾ : 141184275

Summary | **Comments** 1 | Attachments 2 | History

Records found: 1

Show comments for Requisition... ▾ **+**

Liliana Guerrero - 3/10/2021 11:04 AM | Requisition - 141184275 | Requisition returned **↩**

Please remove line 1as discussed

Click here to add a new comment

Click here to reply to a comment



Requisition : 141184275

Summary Comments 1 Attachments 2 History

Records found: 1

Show comments for Requisition...

ADD COMMENT

Enter comment here

1000 characters remaining expand | clear

Click here to search and add the email of a different person not currently listed below

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s) [Add recipient](#)

- Liliana Guerrero (Approved) <liliana.guerrero@ttuhsc.edu>
- Maria Grayson (Prepared by) <connie.grayson@ttuhsc.edu>
- Martha Karlsruher (Approved) <martha.karlsruher@ttuhsc.edu>

Click here to select the person(s) you want to send the comment

[Attach file \(optional\)](#)

Attachment Type File Link/URL

File Name

Click here to attach a document to the comment

Click here to send comment once completed

Click here to cancel/delete comment

Receipts:

Classic View

Orders > Search > Purchase Orders > Summary - PO 0795026

1 of 1 Results

PO/Reference No. **P0795026 Revision 0**

Supplier **El Paso Times**

Add Non-Catalog Item

Status **Purchase Order** Revisions PO Approvals Shipments Receipts Invoices Comments Attachments History

Summary Shipping Information Sourcing Information Banner FOAP Funding Information

General Information	Shipping Information	Billing/Payment
PO/Reference No. P0795026 <input type="button" value="edit"/>	Ship To <input type="button" value="edit"/>	Bill To <input type="button" value="edit"/>
Revision No. 0	Contact Name Annette Hinojos Phone +1 (915) 215-4372 Email annette.hinojos@ttuhsc.edu	TTUHSC at El Paso Accounts Payables 5001 El Paso Dr MSC 5100
Priority Normal		

Accounts Payable > Receipts > Receipt 28206513

Receipt Create Date

Source

Summary Comments (0) History

Exact Match: PO No. P0795026

Header Information

Receipt Name 2021-03-11 DZFS12 01

Receipt No.	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	3/11/2021 <input type="text" value="mm/dd/yyyy"/>		El Paso Times	Liliana Guerrero (Texas Tech University Health Science Center)

RECEIPT ADDRESS

Location

Contact Name Annette Hinojos
Phone +1 (915) 215-4372
Email annette.a.hinojos@ttuhsc.edu
Val Verde Building

DELIVERY

Carrier Other

Tracking No.

Flexible Text Field

Flexible Text Field 2



Tx Tech Univ HSC
5001 El Paso Dr, Med Res Bldg
Rm/Building Val Verde Building 103
El Paso, TX 79905
United States

Flexible Drop Down
Attachments [Attach/Link](#)
Notes
(1,000 Chars. Max)

Receipt Lines

Line Details

Hide Receipt Details For Selected Lines: Remove Selected Items [Go](#)

PO No.	PO Line No.	Product Name	Catalog No.	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	
P0795026	1	ready preparedness	1		<input type="text" value=""/>		Received	Remove Line Receive & Return	<input type="checkbox"/>

PO Business Unit: Texas Tech University Health Science Center at El Paso (Texas Tech University El Paso)

Contract No.
Flex Field 2
Attachments [Attach/Link](#)
Notes

Annotations:

- Attach packing slip/invoice if available (points to Attachments)
- Enter anything you believe will assist us or your department (points to Notes)

Receipt Lines

Line Details

Hide Receipt Details For Selected Lines: Remove Selected Items [Go](#)

PO No.	PO Line No.	Product Name	Catalog No.	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	
P0795026	1	ready preparedness	1		1		Received	Remove Line Receive & Return	<input type="checkbox"/>

PO Business Unit: Texas Tech University Health Science Center at El Paso (Texas Tech University El Paso)

Contract No.
Flex Field 2
Attachments [Attach/Link](#)
Notes

1000 characters remaining [expand](#) | [clear](#)

Annotations:

- After selecting line items to be removed, click "Go" (points to Go button)
- Unselect line items not received (points to checkbox)
- Click here when complete (points to Complete button)

Buttons: [Delete](#) [Add PO](#) [Save Updates](#) [Complete](#)

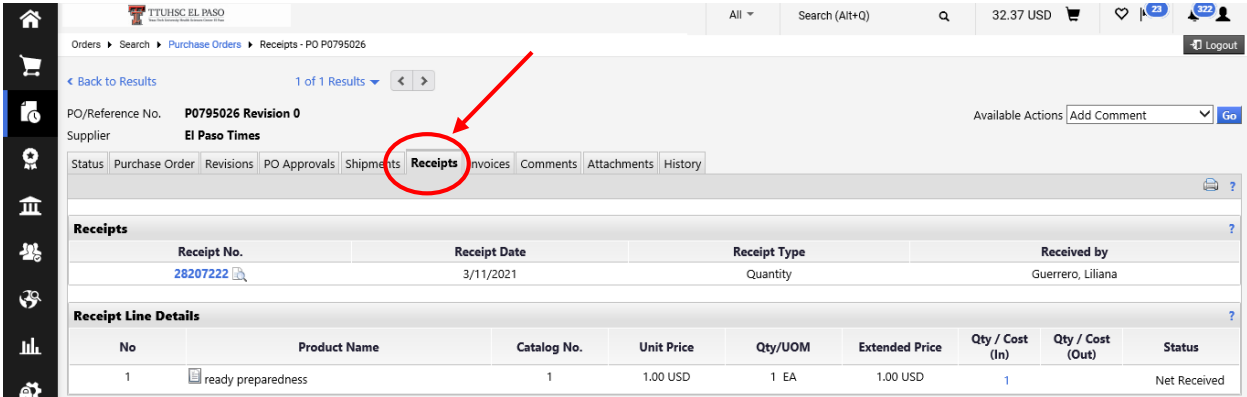
[Create Qty Receipt](#)
[Create Cost Receipt](#)

Click here to view receipt

Receipt No. [17253365](#) has been created for the following PO No(s):

- PO/Reference No. [P0615967](#)

View Receipts:



Orders > Search > Purchase Orders > Receipts - PO P0795026

PO/Reference No. **P0795026 Revision 0**
 Supplier **El Paso Times**

Available Actions [Add Comment](#) [Go](#)

Status Purchase Order Revisions PO Approvals Shipments **Receipts** Invoices Comments Attachments History

Receipts								
Receipt No.	Receipt Date	Receipt Type	Received by					
28207222	3/11/2021	Quantity	Guerrero, Liliana					

Receipt Line Details								
No	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Qty / Cost (In)	Qty / Cost (Out)	Status
1	ready preparedness	1	1.00 USD	1 EA	1.00 USD	1		Net Received

New View

Purchase Order P0795026
 Add Comment
 Add Notes to History
 Cancel PO
 Finalize Revision
Create Quantity Receipt
 Create Credit Memo
 Create Cost Receipt
 Create Invoice
 Print Fax Version

Select "Create Quantity Receipt" and click GO

Accounts Payable > Receipts > Search For Receipts > Summary: Receipt 28207222
 Receipt Create Date: 3/11/2021 4:54:10 PM
 Source: Manual
 Delete Add PO Save Updates Complete
 Summary Comments (0) History
 One or more receipt lines contains an invalid quantity
 Exact Match: PO No. P0795026
 Header Information
 Receipt Name: 2021-03-11 DZE812 01
 Receipt No: To Be Assigned
 Receipt Date: 3/11/2021
 Packing Slip No.:
 Supplier Name: El Paso Times
 Received by: Liliana Guerrero (Texas Tech University Health Science Center at El Paso)
 RECIPT ADDRESS: Contact Name Annette Hinojos, Phone +1 (915) 215-4372, Email annette.a.hinojos@ttuhsc.edu, Val Verde Building
 DELIVERY: Carrier: Other, Tracking No., Flexible Text Field, Flexible Text Field 2
 Enter actual date goods are physically received or the last date of service provided
 Comments added to receipt are only viewable when accessing the receipt
 Select a Carrier and enter tracking # if available
 Can be used to enter invoice #
 Enter packing slip # if available

Tx Tech Univ HSC
 5001 El Paso Dr, Med Res Bldg
 Rm/Building Val Verde Building 103
 El Paso, TX 79905
 United States

Flexible Drop Down
 Attachments [Attach/Link](#)
 Notes
 (1,000 Chars. Max)

Receipt Lines

Line Details

Hide Receipt Details For Selected Lines:

PO No.	PO Line No.	Product Name	Catalog No.	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	
P0795026	1	ready preparedness	1		<input type="text" value="1"/> Invalid quantity		Received	<input type="button" value="Remove Line"/> <input type="button" value="Receive & Return"/>	<input type="checkbox"/>

PO Business Unit: Texas Tech University Health Science Center at El Paso (Texas Tech University El Paso)

Contract No.
 Flex Field 2
 Attachments: [Attach/Link](#)
 Notes

Attach packing slip/invoice if available

Enter anything you believe will assist us or your department

Line Details

Hide Receipt Details For Selected Lines:

PO No.	PO Line No.	Product Name	Catalog No.	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	
P0795026	1	ready preparedness	1		<input type="text" value="1"/>		Received	<input type="button" value="Remove Line"/> <input type="button" value="Receive & Return"/>	<input type="checkbox"/>

PO Business Unit: Texas Tech University Health Science Center at El Paso (Texas Tech University El Paso)

Contract No.
 Flex Field 2
 Attachments: [Attach/Link](#)
 Notes:

1000 characters remaining [expand](#) | [clear](#)

After selecting line items to be removed, click "Go"

Unselect line items not received

Click here when complete

Accounts Payable | Receipt 28207222 | 32.37 USD | Logout

[Create Qty Receipt](#) | [Create Cost Receipt](#)

Receipt No. [28207222](#) has been created for the following PO No(s):

- PO/Reference No. [P0795026](#)

Click here to view receipt

View Receipts:

Purchase Order : P0795026 | 1 of 1 Results

Status Summary Revisions 1 Shipments Receipts 1 Invoices Comments Attachments History

Records found: 1

No.	Receipt Date	Receipt Type	Received by
28207222	3/11/2021	Quantity	Guerrero, Liliana

Line Details

No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price
1	ready preparedness	1	1.00 USD	1 EA	1.00 USD

Qty / Cost (In)	Qty / Cost (Out)	Status
1		Net Received

Completed

Total (1.00 USD) 1.00

Subtotal 1.00

Related Documents

Requisitions: [130236216](#)

What's next?

Workflow Show skipped steps

Submitted