```
Start a                  Select Punchout,        Order
Requisition    ───►      Hosted Catalog, or ───► Supplies:    ───►  Change
                         Form                    Checkout           Cart Name
                                                                        │
                                                                        ▼
Enter Line               Change                  Select             Proceed to
and Header     ◄──────   Accounting      ◄────── Shipping   ◄────── Checkout
FOAP                     Date
    │
    ▼
Add Internal             Add External            Review             Submit
Notes          ──────►   Notes           ──────► Requisition ─────► Requisition


Approval of              Assign                  Line and           Internal/External
Requisitions   ──────►   Requisition     ──────► Header FOAP ─────► Notes/Attachments
                                                 modifications
                                                                        │
                                                                        ▼
Final                    Comments                Supplier and Line
Approve        ◄──────   Section         ◄────── Item Details


Create a                 Review                  View
Receipt        ──────►   Receipts        ──────► Receipts
```
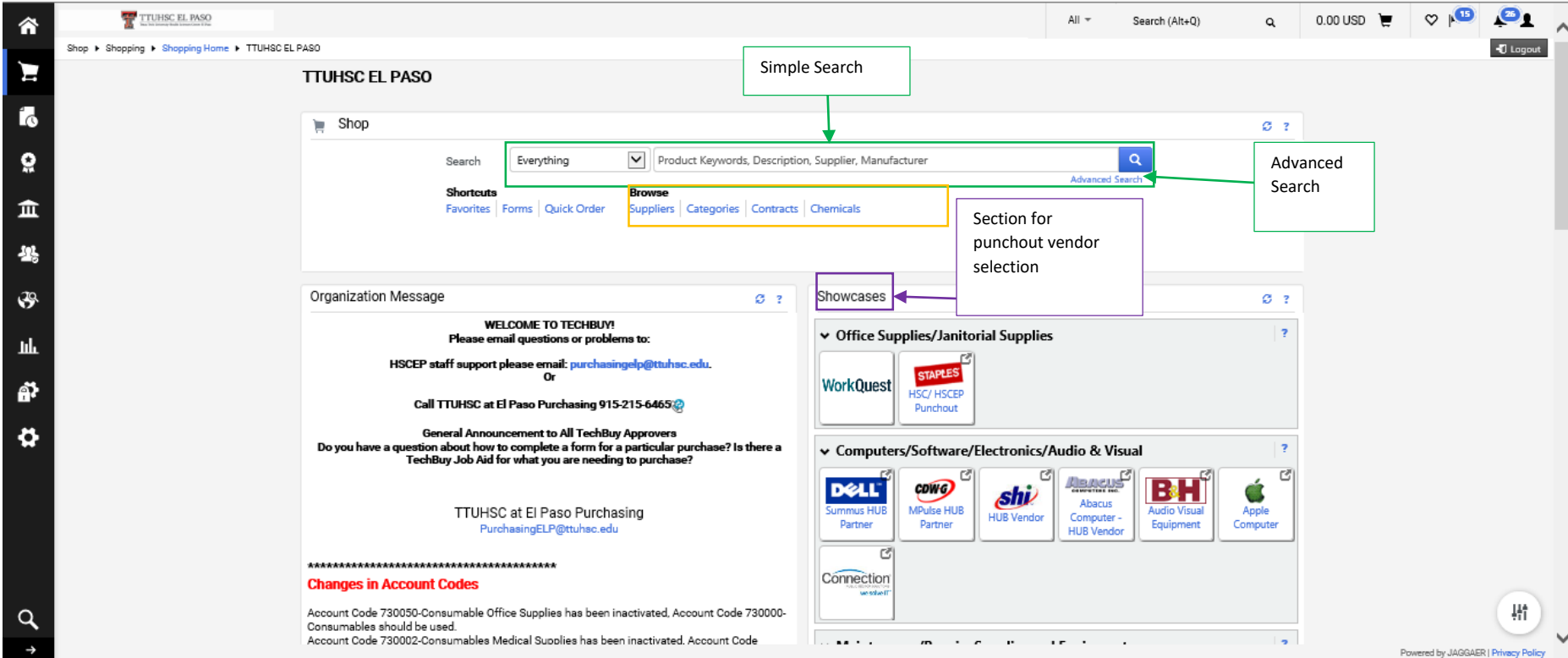
Shopping Dashboard:

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

Classic View

You can find the changes/ updates regarding the purchase orders

New View

You can find the changes/ updates regarding the purchase orders

Forms

Classic View

New View

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.
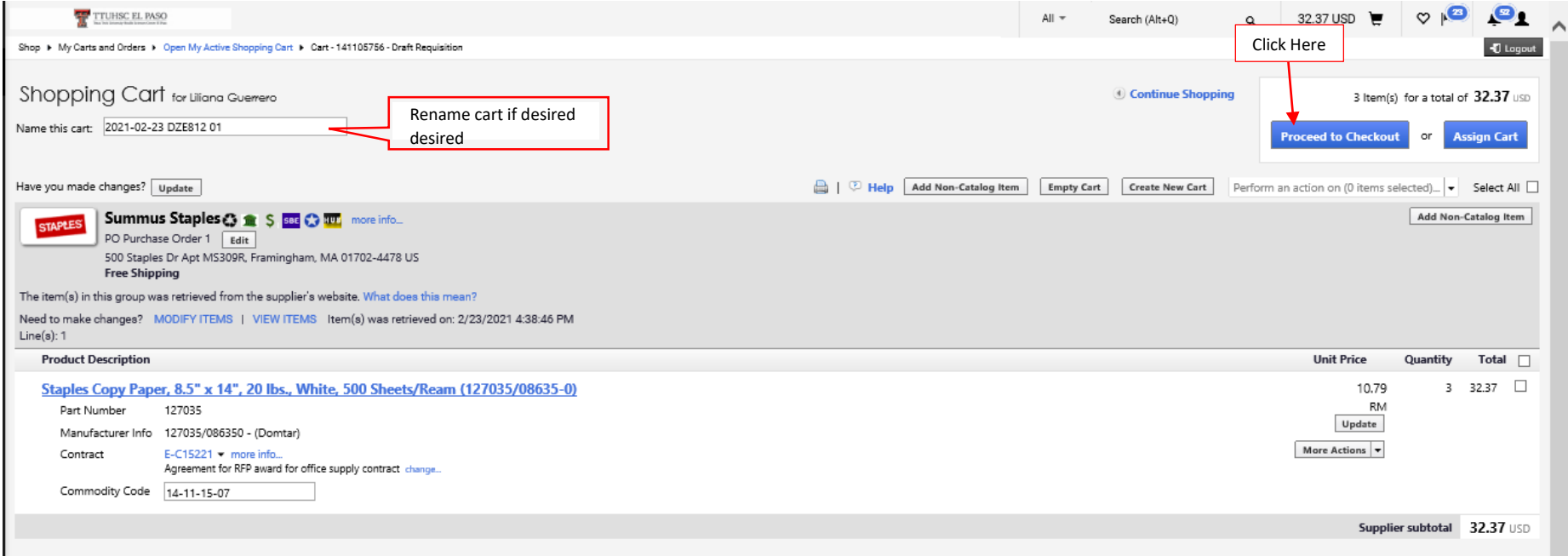
Changing Cart Name:

Classic View

New View

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

If needed, edit the selected address

MSC Codes only

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

Search by building name or shipping code.

New View

If needed, edit the selected address

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

MSC Codes only

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

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

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.

New View

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

New View
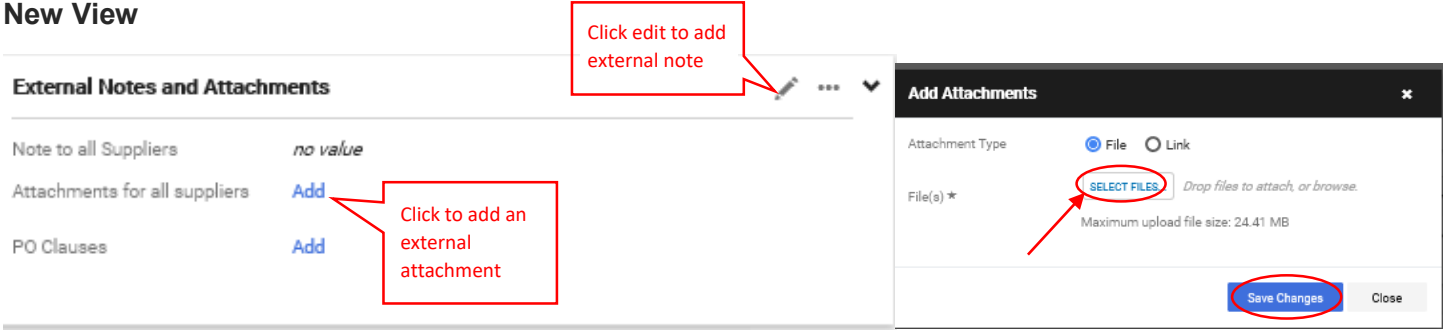
External Notes and Attachments:

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

New View

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

New View

Approval of Requisitions:

Classic View

New View

You have 2 places where you can select the different actions

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

Line Header FOAP:

Classic View

"Recalculate"- button after updating information need to click here

New View

"Recalculate"- button after updating information need to click here

Click here to add split FOAPs

Internal/External Notes and Attachments:

Classic View

New View

Supplier and Line Item Details:

Classic View

New View

Comments Section:

Classic View

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

Click here to cancel/delete comment

Click here to add comment once completed

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

Click here to search and attach a document to the comment

New View

Click here to add a new comment

Click here to reply to a comment

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER. EL PASO

TTUHSC EL PASO

All ▾ Search (Alt+Q)

Requisition ▾ : 141184275
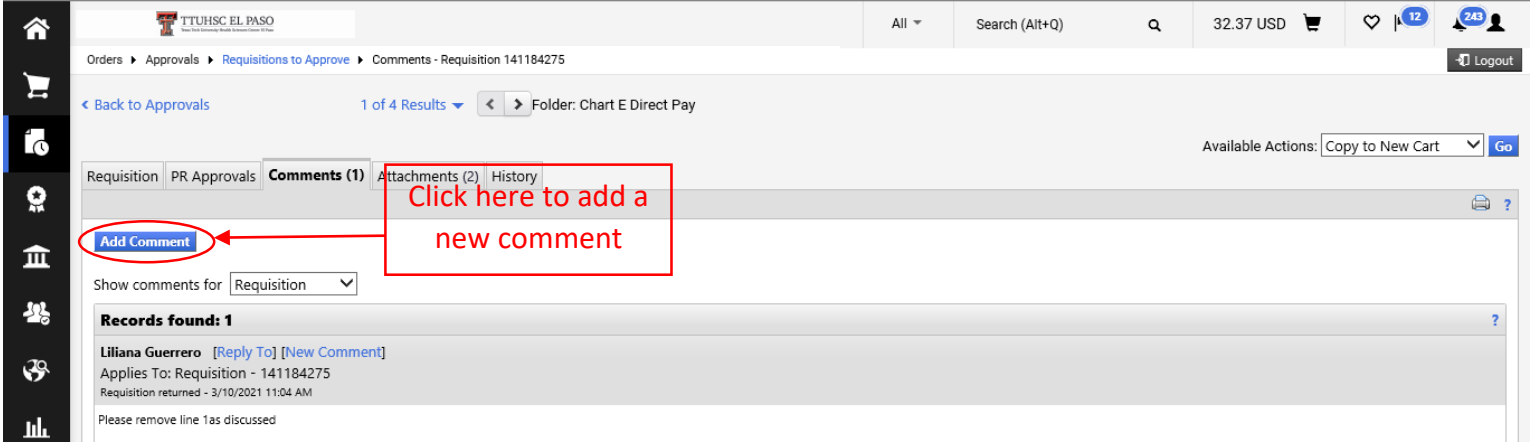
Summary **Comments** ① Attachments ② History

Records found: 1 Show comments for Requisi...▾ +

ADD COMMENT ✓ ✕

Click here to send comment once completed

Click here to cancel/delete comment

Click here to search and add the email of a different person not currently listed below
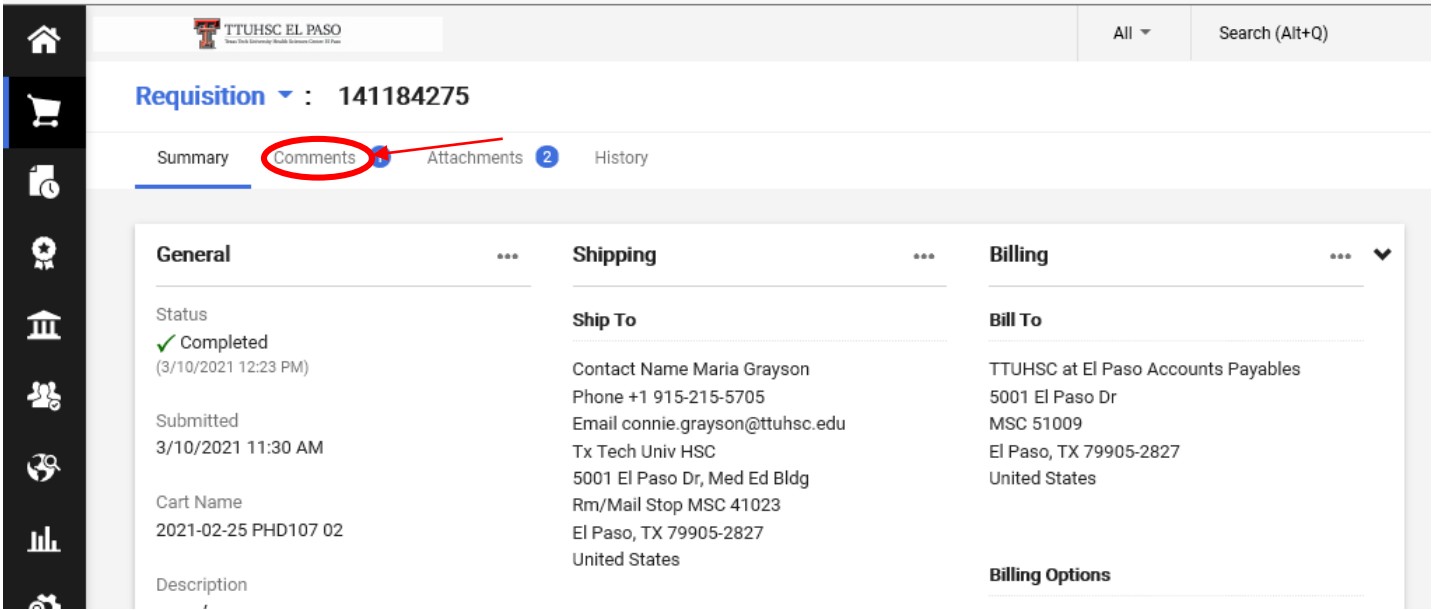
This will add a comme [   ] the document. If you select a user they will receive an email indicating that a [   ] ment has been added to the document.

Enter comment here

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

1000 characters remaining expand | clear

Attach file (optional)

Attachment Type ● File ○ Link/URL

File Name

Click here to attach a document to the comment

Receipts:

Classic View

Select "Create Quantity Receipt" and click GO

Select a Carrier and enter tracking # if available

Comments added to receipt are only viewable when accessing the receipt

Enter actual date goods are physically received or the last date of service provided

Select a Carrier and enter tracking # if available

Enter packing slip # if available

Can be used to enter invoice #

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)

Enter anything you believe will assist us or your department

Attach packing slip/invoice if available

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		⊗ Invalid quantity		Received ▾	Remove Line / Receive & Return	☐

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

Receipt Lines

?

Line Details

?

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

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	☐

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

Unselect line items not received

Click here when complete

[Delete] [Add PO] [Save Updates] [Complete]

Click here to view receipt

View Receipts:

New View

Select "Create Quantity Receipt" and click GO

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

Enter packing slip # if available

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Attachments   Attach/Link

Notes
(1,000 Chars. Max)

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Line Details

Attach packing slip/invoice if available

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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	
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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

Line Details

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Hide Receipt Details

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PO No.	PO Line No.	Product Name	Catalog No.	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	
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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

Unselect line items not received

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Delete   Add PO   Save Updates   Complete

Click here to view receipt

View Receipts: