



Invoice Management System Training

Invoices which have been delivered into the departments are to be submitted to Payment Services using the Invoice Management System. The submission process eliminates/replaces the process of submitting invoices to Accounts Payable via comments in TechBuy. The system is user friendly and efficient for submitting invoices. The new Invoice Management System comes with significantly improved functionality including:

- *Electronic invoice web submission portal;*
- *Confirmation of invoice submission;*
- *Automated reminders to complete TechBuy receiving;*
- *Notification of when an invoice has been paid.*

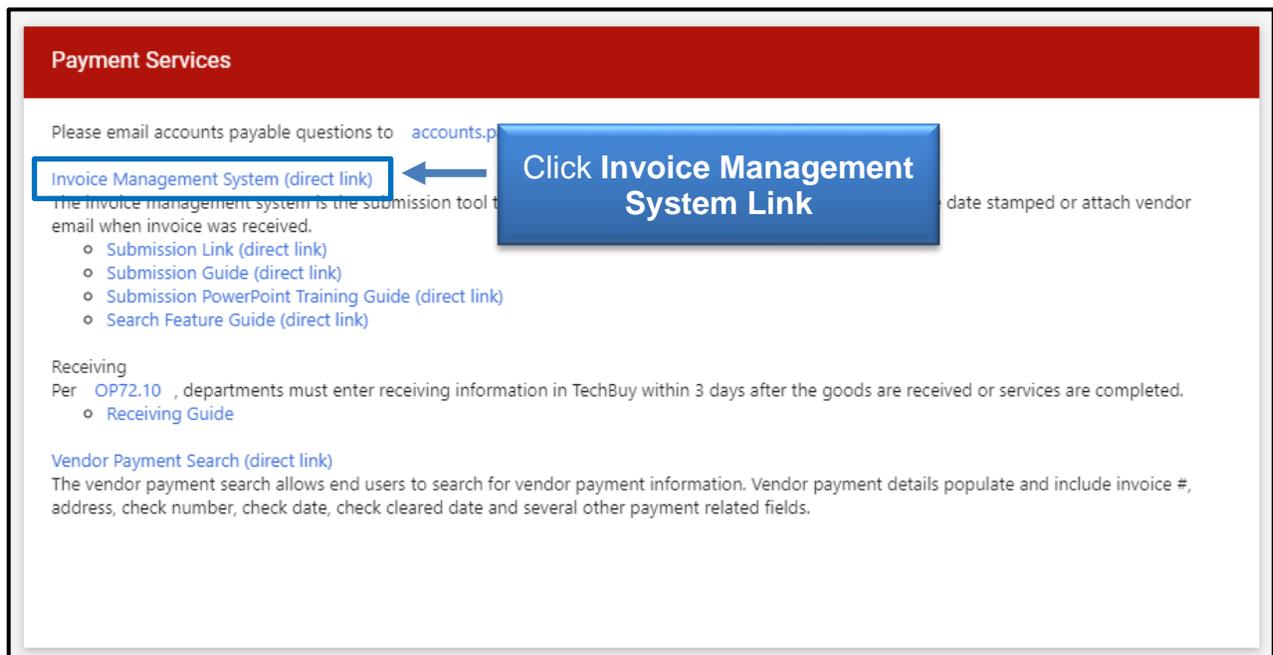
NOTE: Accounts Payable Operating Policies still apply.

Utilizing the System

The system can be accessed from:

- [Invoice Management System](#)
- [WebRaider Portal](#) > Business Affairs tab > Links to Financial Systems portlet > System links > TechBuy.

From the TechBuy Shopping home page, look under Invoice Submission to begin the process. Complete your TechBuy receipt then submit your **invoice document** to AP by clicking the **Invoice Management System** link.



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Fill in the **Requested Details** from your vendor invoice document and click **Submit**.

The screenshot displays the 'Accounts Payable' system interface. At the top, there is a navigation bar with 'Accounts Payable' on the left and 'Invoice' and 'Search Invoice' on the right. Below the navigation bar, a breadcrumb trail reads: Finance & Administration / Accounts Payable / Invoices. The main content area is divided into two sections: 'Requested Details' and 'File Attachment'. The 'Requested Details' section contains several input fields: 'Submission Type' (a dropdown menu with 'Invoice' selected), 'PO Number', 'Invoice Number', 'Date Invoice Received by TTUHSC' (with a calendar icon and a link to 'Justification for Late Invoices Form'), 'TechBuy Receipt Number' (with a 'Techbuy' logo and a link to 'Receiving Instructions'), 'Date Goods / Service Received by TTUHSC' (with a calendar icon), 'Fund Type' (a dropdown menu with '-Select-' selected), 'Invoice Amount' (a text box with '0.00'), and 'Special Instructions / Comments' (a large text area). Below these fields is a 'Submitted By' field with a search icon. The 'File Attachment' section has a label 'Invoice/Credit Memo document' and a 'Choose File' button. Below the button, it says 'No file chosen' and provides instructions: 'Only one invoice/credit memo PDF file permitted. Please contact Accounts.Payable@ttuhsc.edu if you need to submit additional documents.' At the bottom left of the form, there is a 'Submit' button. A blue box labeled 'Click Submit' with an arrow points to this button. Another blue box labeled 'Enter Requested Details' with an arrow points to the 'Requested Details' section.

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Here is an example of where to find the Requested Details on an invoice.

The screenshot shows the 'Requested Details' section of the system. Callouts include:

- Add Dates:** Points to the date fields for 'Date Invoice Received by TTUHSC' (07/13/2020) and 'Date Goods / Service Received by TTUHSC' (07/17/2020).
- Select Invoice or Credit Memo:** Points to the dropdown menu showing 'Invoice' and 'P0809657'.
- Complete Receipt:** Points to the 'Justification for Late Invoices Form' link.
- Add Notes for AP Team:** Points to the 'Special Instructions / Comments' text area.
- Attach One Invoice or Credit Memo File:** Points to the 'Choose File' button in the 'File Attachment' section, which shows a file named '071320 P08...9122 002.pdf'.

A 'Submit' button is located at the bottom left of the form.

MORRISON SUPPLY COMPANY
a MORSCO brand
BRANCH: 1009 LUBBOCK
141 EAST 42ND STREET
LUBBOCK, TX 79404-3421
Phone: 806-755-6580
Fax Number: 806-755-0896

INVOICE

INVOICE DATE	INVOICE NUMBER
07/10/2020	S108779122.002

PLEASE REMIT TO:
MORRISON SUPPLY
PO BOX 841183
DALLAS TX 75284-1183

Page 1 of 1

BILL TO: TTU HEALTH SCIENCES CENTER
PO BOX 5970
LUBBOCK, TX 79408-5970

SHIP TO: TTU HEALTH SCIENCES CENTER SHOP
PO BOX 5970 STOP 8091
LUBBOCK, TX 79408-5970

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON
75331	p0809657	buy board 577-18	Kirk Craddick

ORDER QTY	SHIP QTY	PRODUCT ID	DESCRIPTION	UNIT PRICE	EXT PRICE
1ea	1ea	1297027	WATTS 737310 CS6 CUP SINK Item Procured	118.940	118.94

ATTENTION!! ATTENTION!! ATTENTION!! ATTENTION!!!
Please update your records to reflect the remittance address above.
Payments directed to any other addresses may result in posting delays.

For TERMS and CONDITIONS of sale, please visit <http://www.morsco.com>

Invoice is due by 08/15/2020. All claims for shortages or errors must be made at once, returns require written authorization and are subject to handling charges. Special orders are non-returnable.

Subtotal	118.94
S&H Charges	12.88
Tax	0.00
Payments	0.00
Amount Due	131.82

TO VIEW ONLINE: <http://morsco.billnet.com>

ENROLLMENT TOKEN: POS GR5 SLM

ACCOUNT NUMBER: 13560.00

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Notifications

As actions are completed in the new system, you or a designated individual with invoice responsibility may receive one or more of the following notifications:

- Portal Entry Notification
- TechBuy Receipt Pending Notification
- Withdrawn Notification
- Paid Notification

Portal Entry Notification

Received when the invoice is submitted through the portal. The Portal Entry notification confirms your invoice was received in the system.

PORTAL ENTRY

Your Invoice has been received by the TTUHSC AP Invoice Processing System.

Reference Number is noted in the subject of this email.

Once the Invoice has been processed and paid, you will receive a system email notification

Should you require assistance or have questions concerning the process, please email the department directly at: accounts.payable@ttuhsc.edu

Regards,



**TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.**

TTUHSC Payment Services
3601 4th Street | STOP 6283 | Lubbock, Texas
806.743-7826 phone |

TechBuy Receipt Pending Notification

Received when an invoice portal submission is received and the TechBuy Receipt Number field is not complete. Receiving will need to be completed in TechBuy.

Once receiving is complete, please reply to the TechBuy Receipt Pending notification email with the receipt number.

Invoice Management System Training

TECHBUY RECEIPT PENDING

An Invoice related to your PO has been received by the TTUHSC AP Invoice Processing System.

Reference Number is noted in the subject of this email.

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Please complete your Techbuy receipt as appropriate to confirm receipt and authorize payment.

When receipt is completed in TechBuy, please **"Reply To" this notification** with the receipt number to authorize payment of the submitted invoice.

### **Techbuy Receiving**

[Quick Tips](#)

[Video Tutorial](#)

Should you require assistance or have questions concerning the process, please email the department directly at: [accounts.payable@ttuhsc.edu](mailto:accounts.payable@ttuhsc.edu)

Regards,



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.

TTUHSC Payment Services  
3601 4th Street | STOP 6283 | Lubbock, Texas  
806.743-7826 phone |

## **Withdrawn Notification**

Received when Payment Services withdraws an invoice. Please contact Payment Services if additional information is needed on why the invoice was withdrawn.

## **WITHDRAWN**

Your Invoice Submission has been **WITHDRAWN** by the Payment Services Office.  
The Document Number is noted in the subject of this email for reference.

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See the note in the field above (Notification Comments) for additional details as to the reason for the withdrawal.

Should you require assistance or have questions concerning the process, please email the department directly at: accounts.payable@ttuhsc.edu

Regards,



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806.743-7826 phone |

Invoice Management System Training

Paid Notification

Received when Payment Services processed the invoice and the invoice is paid.

PAID

Notification: Invoice Processed and Paid

Your Submitted Invoice has been paid, and is attached for reference. Should you have questions concerning the document, please email the department directly at: accounts.payable@ttuhsc.edu

Regards,



**TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.**

TTUHSC Payment Services
3601 4th Street | STOP 6283 | Lubbock, Texas
806.743-7826 phone |

If you have additional questions, please contact Accounts Payable at accounts.payable@ttuhsc.edu.