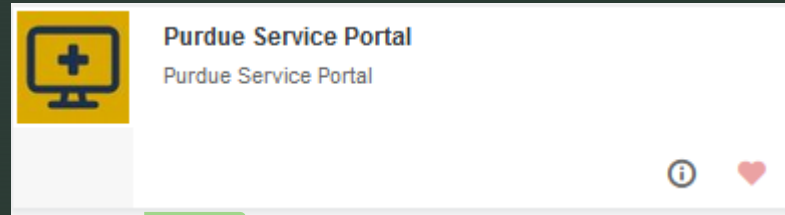August 2024

Using the TDX Purchasing System

Agenda

- Accessing the TDX Service Center

- Choosing the Template

- Tips for Success

- Titling Your Request

- Resources

Accessing the TDX Service Center

Purdue Service Portal
Purdue Service Portal

Purchasing Center Services - Business Office

TDX REQUESTS

- Utilize One Campus Portal

- Access from the College of Agriculture website:

  ➢ College of Agriculture > Departments > Business Office > Procurement/Purchasing Center > TDX Requests

- AgPurchasing Email Address will be De-activated

TDX Purchasing Home Page

Place order

Invoice Payment (ZV60)

Pcard Receipt

Receipt of Goods

One-time Vendor Payment

Vendor Request/Change

Personal Reimbursement

Living Allowance

Consulting Payments

General Inquiry- Purchasing

Share

Add to Favorites

- Most commonly used templates:
  - Place Order
  - Invoice Payment (ZV60)
  - Receipt of Goods
  - General Inquiry - Purchasing

Completing the TDX Templates
Tips for Success

- Fill out the form completely & accurately

- Account/Department = Dept. Cost Center (ex., 11060000 = WL Animal Sciences). Use the Search Tool [🔍] for a list of options

- Use the correct Titling convention (use a " **/** " <u>not</u> a " **–** " between items)

- Include your Shipping Name & Address information in the form

- Attach approvals – approvals should be obtained <u>before</u> submitting your request to Purchasing

- Justification to the Project – this is an audit requirement

More Purchasing Tips

- Only <u>one</u> order or invoice per request

- Provide a product description (not just a link)

- Amazon is <u>not</u> a contract vendor for Purdue

  - Exception: Amazon <u>is</u> the preferred vendor for office supplies

  - Amazon <u>may</u> be used when an item is <u>not</u> available from a Purdue Preferred/Contract Vendor

  - Utilize the Purdue Amazon View-only Catalog to avoid delays (not the same as Amazon Prime or your personal Amazon account)

- Please review your emails from the Purchasing Center – there may be requests for additional information / forms needed to complete your request

Tips When Submitting Invoices for Payment

- If you receive an invoice for payment, submit it for payment to the Purchasing Center through TDX

- Vendors do not typically send invoices directly to the Purchasing Center. Purchasing Center ≠ Purdue Accounts Payable

- Accounts Payable <u>only</u> processes invoices directly for Ariba Purchase Orders (PO **#4501**XXXXXX) – all other invoices need to go through the Purchasing Center for initial processing

- If you receive an invoice for a PO that you requested, please reply to the <u>original ticket</u> & attach the invoice for payment

- We can only pay from an Invoice (no Statements, Estimates, Quotes, or Proforma Invoices)

Titling Your Request

🙂 This:

238758	BTNY/Zhou/Sigma

244071	Botany/Young/Amazon

260650	BTNY/Invoice/Juniper Systems

278380	BPP/4838/Menards/$34.65

🚫 **Not** This:

238440	Botany

242736	Purchase request

235358	Fw: Invoice

277728	8564

Resources

- Purdue Procurement Services

  - https://www.purdue.edu/procurement/purchasing/index.php

- Ag Purchasing Center

  - https://ag.purdue.edu/department/business-office/purchasing.html

- TDX Requests (Home Page)

  - https://service.purdue.edu/TDClient/32/Purdue/Requests/ServiceDet?ID=62&_ga=2.195750636.1763662513.1718292359-1487689917.1718280356

- Amazon Business (to request access to the Purdue Amazon View-only Catalog)

  - https://www.purdue.edu/procurement/purchasing/catalog-orders/amazon-business.php

Thank You!