



PURCHASING OFFICE

THE UNIVERSITY OF TEXAS AT AUSTIN

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Changes to PB7 Documents

Due to the State's transition to TXSmartBuy and phasing out the old Impala purchasing system, UT's POINT Plus system will no longer be able to provide some of the automated features for PB7 documents users are accustomed to.

With the new system, users will need to populate fields manually as well as search for state contract commodity codes outside of the POINT Plus system. The new process will be much like the current method used for PBO, PB3, PB4, and PB8 documents. Users will mainly see changes on the "Item Detail" and "Vendor" pages.

The following fields will require manual entry on PB7 documents:

Item Detail page -

- commodity code
- quantity / price
- unit of measure
- description
- clauses
- specifications (ex. color) – these should be entered as part of the item description
- any shipping charges (ex. for contracts where freight is charged for orders under a certain dollar amount)

Vendor page -

- vendor EID/mail code

Note: POINT Plus will no longer audit the above information against current state contracts.

The current "search for a commodity code" link on the PB7 "Item Detail" page will be replaced with "Search for State Term Contracts by Class," an external link to the CPA Term Contract site (http://www.window.state.tx.us/procurement/cat_page/ -this link will also be displayed on the POINT Plus Search page.) Once there, you will search by contract class to identify correct commodity codes and vendor information. Users will be able to copy & paste this information back into POINT Plus to assist in populating the fields noted above. The state vendor number listed on the CPA site can be copied and used to find and select a vendor in POINT Plus. Users should review the general contract information while on the CPA site to verify contract terms are valid; there are no minimum order requirements; etc. in order to avoid potential processing delays.

The anticipated go live date for these changes is August 16, 2010. If you have any questions please call the Purchasing Office at 471-4266.