

TEJAS OFFICE SUPPLY PRODUCTS INSTRUCTIONS (FY 2014)

Tejas Office Products will be the official office supply provider for UH starting September 1, 2013. The first Tejas delivery to UH will be September 3, 2013.

UH employees should use the following link to register to place orders with Tejas: <http://www.tejasoffice.com/thmTejUserRequest.aspx>. Please forward this link to your departments to complete or you can complete the registration page yourself for your departments.

Departments have the choice of allowing someone to place orders directly with Tejas using their P-Card or requiring department approval before the order is placed. If department approval is required, complete the approval information on the registration page. If the approval information is left blank, Tejas will assume that approval is not required.

For departments requesting approval, an automated email will be sent to the approver with a link to the proposed order. The approver can view, modify, delete, or approve the order. If the order is approved, Tejas will accept the order.

P-Card information (last 4 digits and expiration date) should be entered on the registration page for the requester and/or the approver. Tejas will confirm that the last four digits of the P-Card and the employee's name correspond to the P-Card cardholder list that was given to them.

Use the Notes/Comments box to indicate a UH Ship To address that is not on the UH campus or at Energy Research Park (e.g., Texas Medical Center, Cinco Ranch, Sugar Land). You can also use this box to indicate if someone will be ordering for multiple departments and whether those departments have a different Ship To building and room number.

Tejas can provide a list of registered requesters and approvers for your college/division/department at any time upon your request.

Tejas Contract Overview

- The three-year office supply contract starts September 1, 2013 and there are two one-year optional extensions.
- UH departments are required to purchase office supplies from Tejas and may (but are not required to) purchase other items from Tejas (furniture, break room supplies, medical supplies, janitorial supplies, etc.).
- All orders will be placed through the Tejas online system, though Tejas customer service can help anyone find an item or with the order process over the phone.
- Orders placed by 5 PM will be delivered the next business day.
- Tejas accepts P-Cards (or vouchers if the department does not have a P-Card) for orders \$5,000 or less and POs for orders over \$5,000.