

Best Practices: COE/Polytechnic Purchasing Center

engrprocure@purdue.edu or KNOY-Purchasing@purdue.edu

<https://engineering.purdue.edu/Engr/AboutUs/Administration/BusinessOffice/procurement>

General Notes

Only one vendor order per submission

- Please do not send multiple orders or list multiple vendors on a purchase request.
- Please do not use multiple tabs within the same excel document.

engrprocure@purdue.edu and KNOY-Purchasing@purdue.edu are internal email addresses.

- Please do not share with anyone outside of Purdue (including vendors).

Please do not 'CC' engrprocure@purdue.edu or KNOY-Purchasing@purdue.edu in your emails.

- The email will be sent to an unassigned folder and may not be received.

Purdue has a list of preferred vendors; it is best practice to check our vendors first to see if they have something to fit your needs.

Purdue Procurement Webpage

- <https://www.purdue.edu/procurement/purchasing/catalog-orders/index.php>
 - This webpage does break down a list of our main vendors/categories
 - We can use vendors outside this list, but our vendors should be reviewed first
 - Pricing found online may not reflect Purdue pricing.
 - If there is a discount on the items, the center will be able to obtain this when ordering thru ARIBA

Technology/IT Equipment Purchases

All computer, electronic devices such as iPads, and IT peripheral devices should start with a request to IT to place your order.

- Please do not include the purchasing center when sending your request to IT.
- Software purchases must be reviewed by IT as Purdue may have discounts or software available for use.
- You may reach IT by using the service portal or the ECN Trouble Report
 - <https://service.purdue.edu/TDClient/32/Purdue/Home/>

Quotes for Large Purchases

Quotes are recommended for purchases over \$1,500. Contact the vendor directly to request a quote for a high-value purchase.

International Vendors

These orders can take significant time to place, there will likely be a delay.

- If possible, please try to use a domestic vendor.
- Some sponsored funds do not allow international vendors to be used
- There are restrictions on ordering from certain countries

Orders over \$10k

There is a set of special requirements before order is sent to the purchasing center.

<https://www.purdue.edu/procurement/purchasing/special-purchases/index.php>

Packing Slips

Please turn in all packing slips after an order is received. This will ensure vendors are paid timely.

Send all packing slips to one of the following options:

- Portal
- Submit under “packing slips” using the purchasing center website
- Email engrpslip@purdue.edu

Before Order is Placed

- The end user obtains quotes/pricing
 - (The purchasing center is not included during this step)
- The end user may then forward the documents to whomever needs to approve their order if they do not have signature delegation.
 - (The purchasing center is not included during this step)
- The approver will email the end user with the approval or additional questions.
 - (The purchasing center is not included during this step)

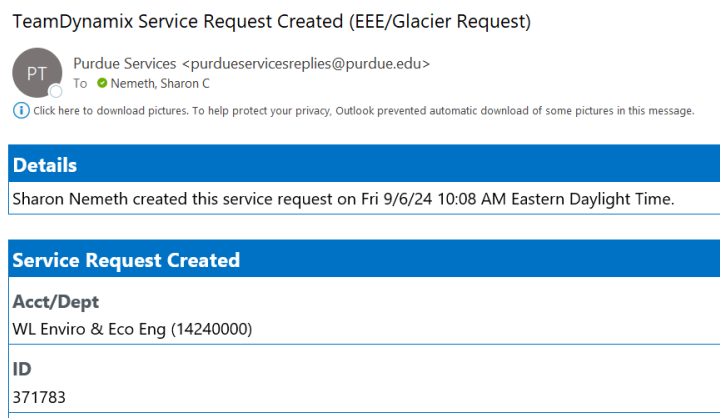
Sending Orders to the Purchasing Center – One per Vendor/One per Submission

- Once the end user has the pricing and approvals needed, they may submit to our office using **one** of the below methods.
 - Service Portal
 - Go to Purdue One Campus - <https://one.purdue.edu/>
 - Click Business Center Purchasing Forms
 - Once in Portal – Click “Place order”
 - Fill out purchase request form and submit
 - Email Submissions
 - Complete a purchase request form and submit to engrprocure@purdue.edu or knoy-purchasing@purdue.edu
- Each submission should include:
 - Vendor Name in Title
 - Attached quote (if obtained)
 - Catalog Numbers
 - Links
 - Quantity

- Final Total
2. Once you submit a request, please use the same email trail/business request for questions. Always reply to the latest message regarding the order.
 3. If you have an invoice to pay, please follow the same steps.
 - If using portal, use ZV60 form
 - Please do not send vendor statements as we cannot pay an invoice from a statement.

After You Send an Order

- You will receive an email indicating you have created a service request. It will provide an ID (ticket) number. Example:



- The next email will notify you once the ID has been assigned. You may see follow up emails if there are additional questions. Please address these in response to the email.
- Shipping Status- You will be provided a sales number /PO number after your order is placed. We provide this information so you can contact vendor for shipping status. Please only ask for shipping details on an order when speaking to a vendor.
 - a. Do not change anything unless you cancel the order.

Time Frame for Order Placement

Requests are handled in the order in which they are received. Estimated time of order placement is within 48 business hours of receiving the order request

Cancelling Your Order

If you need to cancel an order or the vendor canceled an order, please respond to the original ticket of the cancelation. If an order needs canceled, you will contact the vendor, however we are notified to cancel any commitments from the account or obtain credit memos.

- If a new order needs placed, you will start a new business request with the purchasing center

Returns

If you need to request a return, you will call the vendor directly about the return. You then notify your original ID number that a return has been done. We will release any commitments from the account and watch for credits.

- If a new order needs placed, you will start a new business request with the purchasing center.
- You can review MMDC for shipping options if something needs returned. Items to be shipped should be given to your building deputy. The center does not receive or send the packages.
 - <https://www.purdue.edu/materials/>

ARIBA Access

- Faculty, staff and students with a paid appointment can be trained to use our Procurement system ARIBA. There are many advantages to know how to place your own orders. If you are interested to learn how to obtain the ARIBA roles and place your own order, please email engrprocure@purdue.edu or KNOY-Purchasing@purdue.edu

Engineering Procurement Office

We are located in the A.A. Potter Engineering Center in Room 127.

We encourage email and electronic communication as space is limited in our office. However, if you must visit us in person, our hours of operation are:

Monday – Friday
8:30a to 12:00p and 1:00p to 4:30p