

Procurement Helpful Links

[Ariba Quick Reference Guides](#) - Includes new instructions on creating a requisition in Ariba and selecting new account numbers (Order or WBSE)

[Form 100](#) – Updated stores order form

[Form 1](#) – Updated transportation form

[Form 23 - Domestic](#) – Updated Domestic shipments form

[Form 23 - International](#) – Updated international shipments form

[Uniform Guidance](#) – Business Purpose / Project Benefit Justification

[Orders over \\$10,000](#) - Process

[Computer Orders - Desktop](#) - Process

[Computer Orders - Laptop](#) – Process

[Ordering a Printer](#) – Process

Furniture Orders: Furniture is a restricted commodity and should be commercial grade (not residential). Partner with building deputy & purchasing agent (found on the [commodity list](#)) before placing any furniture orders (including chairs for labs / grad spaces).

[Commodity List](#)

The University has pricing agreements and or contracts, which provide service, have warranties and are commercial grade. The University does not approve or promote buying from dot com companies or using credit cards for furniture purchases.

Furniture standards apply to all offices and related areas in academic and administrative facilities on the campuses of the University. They apply to all purchases made from funds administered by the University.

Approved Purdue furniture vendors (must get quotes):

<http://www.allsteeloffice.com/products/desking-and-benching/desking/cadence>

<http://www.hermanmiller.com/products/workspaces/individual-workstations/canvas-office-landscape.html>

<http://www.knoll.com/product/dividends-horizon%3Fsection=Design>

Additional options for purchasing furniture:

[REM Assessment](#) - Individual ergonomic chair/desk fit process

[Billboard](#) - Items listed for sale here prior to being sent to Purdue Surplus

[Purdue Surplus Store](#)