

Best Practices: COE Procurement Center

General Contact: engrprocure@purdue.edu

General Notes

Only one vendor order per email to engrprocure@purdue.edu

- 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 is an internal email address.

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

Please do not 'CC' engrprocure@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 with ECN to help place the order - ecn@purdue.edu

- Please do not include engrprocure when sending your request to ECN.
- Requests ECN cannot handle will be purchased thru Office Depot
 - If unavailable from Office Depot, other vendors can be used.
- Software purchases must be reviewed by ECN as Purdue may have discounts or software available for use.

Purchase Request Forms

- Purchase Requests must be completed for each order.
- 1 vendor per purchase request.
- Please include catalog numbers, links, or screenshots of carts to help facilitate the purchasing process.

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 engrprocure@purdue.edu

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

Packing Slips

Send all packing slips to engrpslip@purdue.edu after you receive your orders. This will ensure vendors are paid timely.

Before Order is Placed

1. The end user completes the purchase request and obtain quotes/pricing
 - a. (engrprocure@purdue.edu is not included during this step)
2. The end user may then forward the documents to whomever needs to approve their order if they do not have signature delegation.
 - a. (engrprocure@purdue.edu is not included during this step)
3. The approver will email the end user with the approval or additional questions.
 - a. (engrprocure@purdue.edu is not included during this step)

Sending Orders to Procurement

1. Once the end user has the approval, they may email all documents to our office.
 - a. Purchase request, quote, and approvals need to be in the initial message to ensure your request is processed in a timely manner.
 - b. Please only send one order from one vendor per request to engrprocure@purdue.edu
2. List vendor name in the subject line. This will allow better tracking for any questions you may have on regards to changes and concerns.
3. Once you submit a request, please use the same email trail/business request for questions. Always reply to the latest message regarding the order.
4. If you have an invoice to pay, please follow the same steps.
 - a. 1 invoice per email to engrprocure@purdue.edu
 - b. You may want to list vendor and invoice number in subject line.
 - c. Please do not send vendor statements as we cannot pay an invoice from a statement.

After You Send an Order

1. Watch for email from “Purdue Business Center” with a business request number confirming procurement center has received your request (See Example).



2. Once you send your order, please send any questions about that order by replying to the latest email in the thread.
3. 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 engrprocure@purdue.edu

Returns

If you need to request a return, you will call the vendor directly about the return. You then notify your original business request 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 engrprocure@purdue.edu
- Once you box up your items for the return and need a label, you can complete a shipping form. The form is completed and taped outside the package. You will give the package to your building deputy to send to MMDC. MMDC will create a shipping label based on the information completed on the form 23. They will then send back to vendor. The link is below. Once in the link, click shipping forms.
- <https://www.purdue.edu/materials/documents/form23-domestic.pdf>
 - Some vendors may send a return label. If this is done, you do not need to complete a Purdue shipping form. You simply print the return label, tape outside your package and give to the building deputy to send back package.

- 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

Travel

Current travel guidance can be found at the following link.

- <https://protect.purdue.edu/updates/fall-2021-travel-guidelines/>

Purdue encourages all travel be booked through Concur and Anthony Travel.

- Frequent Traveler/Reward programs can be used through this process.
- Quotes and Price Comparisons are required if booked outside of Concur/Anthony.

FAQ, Policies, and Reference Materials can be found at the following link.

- <https://www.purdue.edu/procurement/travel/>

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