

Explanation of the Buyer Intervention Criteria

The buyer intervention criteria determines when a shopping cart requires Procurement Services to process the purchase order (PO), or if the PO is automatically created. The buyer intervention criteria looks at the vendor number and vendor "type" on *each line* of the shopping cart when routing the shopping cart after all fiscal, commodity and asset approvers have approved the shopping cart.

There are two types of vendors, "approved" and "non-approved".

For an approved vendor (i.e. a catalog item or a line when a vendor list vendor was assigned)

- If the shopping cart is less than \$10,000, a PO is automatically created and sent to the vendor.
- If the shopping cart is greater than \$10,000 a Held PO is created.
 - A solution is being investigated for these transactions to go to the sourcing cockpit/purchaser's worklist for the purchasing agent or buying assistant to process the PO.

For a non-approved vendor (i.e. a "preferred" vendor or a new vendor)

- For any dollar amount the shopping cart will go to the sourcing cockpit/purchaser's worklist for the purchasing agent or buying assistant to process the PO.

A QRC for [Assigning a Vendor to a Describe Requirement Shopping Cart in SRM](#) is available on the [business@purdue website](mailto:business@purdue.edu) under [Buying/SRM](#) in the "Tips" section.

Here are examples of when a shopping would split into multiple PO's:

- Some lines have a vendor and some lines don't - a ten line shopping cart
 - Lines 1-5 have a vendor list vendor assigned. A PO for lines 1-5 will be created and sent to the vendor. In the sources of supply section, "Vendor" will be displayed.
 - Lines 6-10 do not have a vendor assigned. Lines 6-10 will go to the sourcing cockpit/purchaser's worklist, to be processed by a purchasing agent or buying assistant. In the sources of supply section, "Preferred Vendor" will be displayed.
- Different Vendor Numbers on different lines – a ten- line shopping cart
 - Lines 1-5 have vendor number 1521
 - Lines 6-10 have vendor 7549.
 - Two PO's will be created.
 - SRM allows multiple vendors per shopping cart. Please follow your department guidelines whether they allow multiple vendors on a shopping cart.
- Same Vendor Number Different Vendor Type – a ten-line shopping cart
 - Lines 1-5 are assigned as a vendor list
 - Lines 6-10 are assigned as a preferred vendor.
 - Two PO's will be created.
 - Lines 1- 5 the PO will be created and sent to the vendor.
 - Lines 6-10 will go to the sourcing cockpit/purchaser's worklist, to be processed by a purchasing agent or buying assistant.