

### PROCUREMENT SERVICES

# PROCESS FOR REQUESTS FOR PURCHASE \$10,000 AND OVER

1) Go to the Procurement Services Webpage at <a href="https://www.purdue.edu/business/procurement">https://www.purdue.edu/business/procurement</a> You can either access the form by going into the Faculty, Researchers, and Staff tab or Requesters, Approvers, and Receivers tab as shown below.



2) Click "Submit Purchase Request" Under Request for Purchases \$10,000 and Over

### Requests for Purchase \$10,000 and Over

· Purchase Request Instructions

Submit Purchase Request

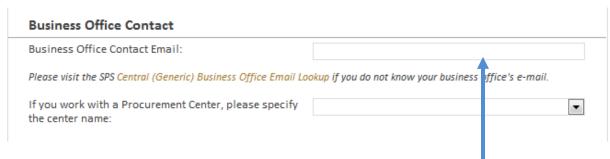
- Check My Purchase Requests
- 3) Complete the Request for Purchase \$10,000 and Over providing as much information as possible. Required fields are marked with a red asterisk (\*).

4) "Customer Contact Information" is the information for the person that will be the owner of the purchase or primary end user (ie; professor, researcher, requester). Look Up Directory is available.



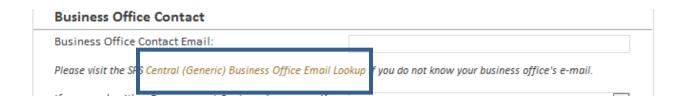
The \* denotes a Required field.

5) "Business Office Contact" is the person(s) that will be entering your requisition.



If you know the actual email you can enter it in the appropriate field.

If you do not know the actual buisness office contact Click "Central (Generic) Business Office Email Lookup"



The Generic Business Office Email Lookup will appear

# **Generic Business Office Email Lookup**

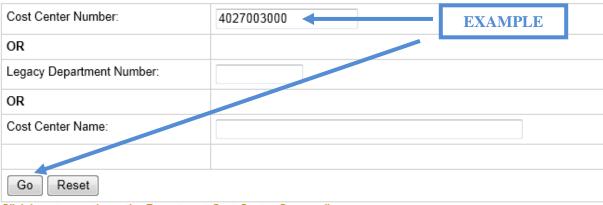
Type in a department number to find the generic Business Office email address.

Cost Center Number:	
OR	
Legacy Department Number:	
OR	
Cost Center Name:	
Go Reset	

Click here to see the entire Department Cost Center Crosswalk.

# Input Cost Center Number, Department Number, or Cost Center Name if known and click "GO".

Type in a department number to find the generic Business Office email address.



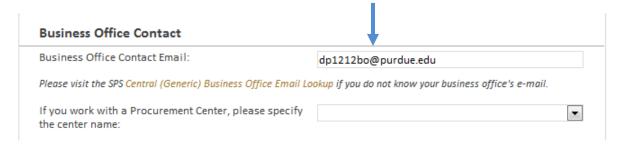
Click here to see the entire Department Cost Center Crosswalk.

# After Clicking "GO" this screen will appear.

Generic Business Office Email Lookup



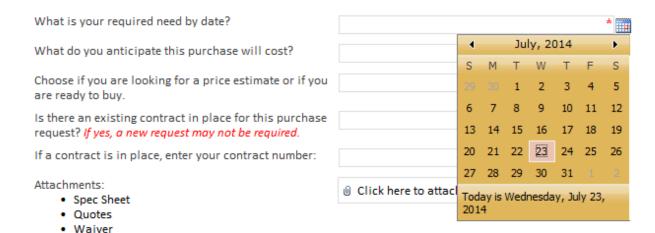
# Locate the correct email address and copy email address to the form.



If you work with a Procurement Center, please specif	v
the center name:	•
<b>Project Information is essential to speeding</b>	up the review process and the first four f
quired. Attach all documents pertinent to the	· -
Project Information	
Brief title of item being purchased:	*
(ex. Sorvall LYNX 4000 Superspeed Centrifuge)  What is your required need by date?	- 0000
	*
What do you anticipate this purchase will cost?	*
Choose if you are looking for a price estimate or if you are ready to buy. $ \\$	*
Is there an existing contract in place for this purchase request? If yes, a new request may not be required.	•
If a contract is in place, enter your contract number:	
Attachments: • Spec Sheet	∅ Click here to attach a file
Quotes     Waiver	
Supplier List     etc.	
nter a brief, but specific, description of the i	tem heing nurchased
nter a brief, but specific, description of the r	tem being purchased.
Project Information	
Brief title of item being purchased:	*
(ex. Sorvall LYNX 4000 Superspeed Centrifuge)	

What is your required need by date?

Click on the calendar date that represents the date you will be needing your purchased item(s) received on campus.



## Enter the amount that you anticipate this purchase will cost.

What do you anticipate this purchase will cost?

# Click on Drop Down Arrow to select if this request is for just an estimate or you are ready to buy.

Choose if you are looking for a price estimate or if you are ready to buy.

Is there an existing contract in place for this purchase request?

Estimate
Ready to Buy

### Click on the Drop Down Arrow to select whether or not a contract is in place for this item.

Is there an existing contract in place for this purchase request?

If a contract is in place, enter your contract number:

No

Attachments:

Not Sure

# Enter the contract number if known.

If a contract is in place, enter your contract number:

NOTE: If the contract number is known and it is still a valid (non-expired) contract, this form should not be used. You can proceed with entering a requisition and note the contract number in the comment section of the requisition.

Attach any pertinent documents associated with or to support your purchase request by Clicking here.



Browser tab will appear. Click on Browse to locate the file that you would like to attach.

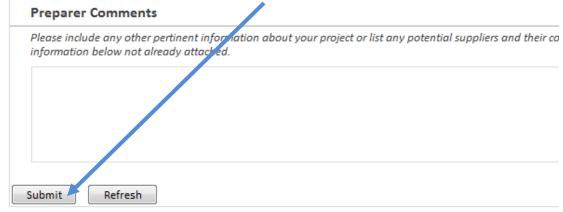


After locating file Click on Attach tab. Repeat process for multiple attachments or use a zipfile.

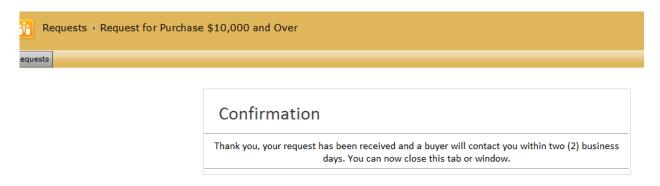
7) Preparer Comments Section allows you to add any additional comments regarding your request.

# Preparer Comments Please include any other pertinent information about your project or list any potential suppliers and their contact information below not already attached.

8) After all fields are completed Click the Submit button.



9) After clicking the Submit Button you will receive a confirmation of the submittal.



Click the X to Close the Request.



10) To check the status of your submitted requests go to the Procurement Services Webpage at <a href="https://www.purdue.edu/business/procurement/audience/facultystaff.html">https://www.purdue.edu/business/procurement/audience/facultystaff.html</a>



# **Procurement Services**



About Contracts How to Buy How to Pay Ariba	
Faculty, Researchers, and Staff Requesters, Approvers, and Receivers	Suppliers
Faculty, Researchers, and Staff	

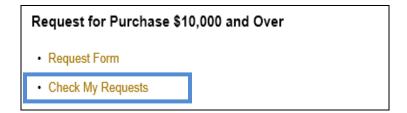
### **Forms**

- · Procurement Services Contract Request Instructions
- · Procurement Services Contract Request Form (PSCR)

### Request for Purchase \$10,000 and Over

- · Request Form
- · Check My Requests

# Click on the Check My Requests tab.



A screen will appear that will show the status of your request.



To search the file for your request, input your name or title in o search field. Click enter.

If Buyer has been assigned the buyer name will appear here.

Direct contact with the buyer can be made for status, updates, questions, etc.