DELEGATION MANUAL
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2 Introduction

This manual explains Purdue University purchasing methods and practices for goods and services requested by the university. When used properly, requests will be fulfilled efficiently and economically.

Questions specific to Purdue Fort Wayne should be directed to PFW Procurement Services (260) 481-6800.

Questions specific to Purdue Northwest should be directed to PNW Procurement Services at procurement@pnw.edu.

2.1 Purchasing Authority

This manual explains how to buy goods and services for Purdue University. The Director of Procurement is responsible for all Purdue University purchases. Authority to the Director of Procurement is granted through Purdue Policy V.B.5 and Purdue Memorandum A-19 to establish policies and procedures for how to select a supplier and pay for the goods and services. Additional instructions are provided by Indiana Code 5-22-3 and 5-22-15.

The Director of Procurement may give permission to Delegates to buy goods and services through the established processes. Procurement Services will train on how make a purchase less than $9,999. Procurement Services will complete procurement methods for purchases greater than $10,000.

This manual will not cover construction procurement processes other than those related to the procurement of equipment that coincides with capital projects coordinated with Project Managers. For construction questions call Capital Program Management (765) 494-0580.

A Delegate’s permission to buy goods and services for the university may be revoked at any time by Director of Procurement.
3 PRE-PROCUREMENT CONSIDERATIONS

Before taking any action to purchase or select a supplier, Delegates should consider the questions listed below. Additional information about each question is included in this section of the manual.

What are the conflict of interest risks?
Avoid putting Purdue University and the procurement process at risk to gain personal benefit.

Will the procurement receive sponsored program funding?
Users should review requirements specific to sponsored programming.

What commodities or services are requested?
Follow specific instructions for the commodity or service wanted.

Is there a contract for the commodity or service?
Users should look at established contracts and catalogs as their first option.

What is the correct procurement method based on the total procurement amount?
The total projected dollar amount of the purchase will determine the appropriate procurement process.

3.1 WHAT ARE THE CONFLICT OF INTEREST RISKS?
In accordance with Purdue University’s Individual Financial Conflicts of Interest, employees have the responsibility to manage their personal financial affairs and relationships in a manner that does not interfere with, or improperly influence the performance of, their duties and responsibilities as an Employee.

Awards are not to be made to suppliers where there is a personal financial benefit to the Delegate or Procurement Services staff including gifts to protect the integrity of the procurement process. For additional details regarding gifts see the Operating Procedures for Gifts, Gratuities, and Recognition provided by the Vice President for Ethics and Compliance.

3.2 WILL THIS PROCUREMENT RECEIVE SPONSORED PROGRAM FUNDING?
Solicitations for sponsored program funded purchases may have restrictive requirements. Procurement Services and Delegates will collaborate with the department business office and/or Sponsored Programs Services to assure the solicitation follows the appropriate guidelines.

3.3 WHAT COMMODITIES OR SERVICES ARE REQUESTED?
Fully understanding the requirements and preferences of the requested commodity or service is vital to an efficient process. This information is helpful to determine if a contract is already established or if not, how to write effective specifications.

3.4 IS THERE A CONTRACT FOR THE COMMODITY OR SERVICE?
An established contract is the most efficient method for purchasing commodities or services.
• The competitive solicitation is completed
• The contract terms are negotiated
• The eProcurement system pulls the commodity or service details from the catalog to create the requisition.

*If the cost is less than $10,000, search the current list of [University Contracts](#) for available contracts in the eProcurement system. Delegates will benefit from becoming familiar with the products and services available on the list.*

There may be a situation when the established contract is not the appropriate source. The Delegate must obtain prior approval from Procurement Services to purchase outside of an established contract.

Complete the [Procurement Services Special Purchases](#) form and send the request to Procurement Services at [exceptionrequests@purdue.edu](mailto:exceptionrequests@purdue.edu). The Category Management Analyst responsible for the contract will review the request, communicate approval or denial and provide instructions for how to proceed with the purchase.

*If the commodity or services costs equal to or more than $10,000 and is in a catalog in the eProcurement system, Procurement Services will approach the supplier for best pricing on the commodity or service. Complete the [Request for Purchase $10,000 and Over](#) form.*

*If the commodity or service costs equal to or more than $10,000 and is not on a contract in the eProcurement system, complete a request for [Request for Purchase $10,000 and Over](#). Procurement Services will review your request and look for other sources before beginning a Formal Solicitation process. Other sources may include contracts not in the eProcurement system, Quantity Purchase Agreements through the State of Indiana and cooperative options through other higher education institutions. If Procurement Services finds another option, Procurement Services may provide the Delegates approval to use the other contract and the details on how to process the purchase through the eProcurement system.*

3.4.1 The commodity or service is not an established contract.
Complete a competitive process or request to waive the competitive process when there is not an existing contract. Waiving the competitive process is possible under the following circumstances for the requested commodity or service.
• Emergency
• Compatibility of equipment, accessories, or replacement parts
• Data Processing contract or license agreements
• Savings to the University
• Original Equipment Manufacturer (OEM) Maintenance and Service agreements

*If the purchase is less than $10,000, Delegates must justify the special purchase and include the justification in the Delegate’s procurement file. The informal solicitation process will not be necessary. Procurement Services approval is not necessary. The Delegate may negotiate deliverables; Procurement Services must approve the terms and conditions before signing the contract.*

*If the value is equal to or more than $10,000, Procurement Services has authority to approve or deny waiving the competitive process. The Delegate must attach a completed [Special Purchases](#) form to the [Request for Purchase $10,000 and Over](#) form and submit the forms to Procurement Services.*
Delegate may negotiate deliverables; Procurement Services must approve the terms and conditions before signing the contract.

- If approved, Procurement Services may provide instructions to the Delegates on how to process the purchase. Delegates will attach Procurement Services’ approval to the eProcurement system requisition or include in the Delegate’s procurement file. Review the record retention suggestions for a list of what makes up a procurement file.
- If denied, determine the appropriate procurement method.

When there is not a contract or a request to waive the competitive process is declined, determine the correct procurement method. The following questions will assist in establishing the procurement process.

3.5 WHAT IS THE CORRECT PROCUREMENT METHOD BASED ON THE TOTAL PROCUREMENT AMOUNT?
The total projected dollar amount of the purchase will determine the appropriate procurement process. When a competitive solicitation is necessary, total the purchase amount for the full term of the award. Use the total to determine the procurement method. Do not artificially divide the total to avoid the appropriate solicitation method; removal of delegate authority may result.

3.5.1 Supplier Diversity Development
For all solicitations expected to be more than $1,000, XBE suppliers should be included in the opportunity. Purdue’s Supplier Diversity program uses a market driven strategy, which can be thought of as “Competitive Inclusion.” The intent of Purdue’s Supplier Diversity Program is to ensure that businesses of all demographics are afforded the opportunity to compete for university contracts as well as provide a framework for small businesses to participate in university procurements in order that Purdue may continue to develop the local economy and safeguard its supply chain.

Delegates are responsible for including XBEs on all solicitations between $1,000 and $9,999 and to make awards based on an objective evaluation of what is best for the university; not for making awards to suppliers based on race or gender.

An organized list of XBEs can be downloaded from the Indiana Department of Administration’s website and XBE recommendations can be requested from the Office of Supplier Diversity Development.

Direct questions regarding XBE sourcing efforts, XBE Utilization plans, and Small Business Subcontracting to the Office of Supplier Diversity Development, email: supplierdiversity@purdue.edu, Phone: (765) 496-6606.

4 THE COMPETITIVE PROCESS

4.1 INTEGRITY AND BEST PRACTICES
Purdue University is responsible for following these requirements when developing the solicitation and the evaluation criteria. Delegates should seek assistance from Procurement Services to assure compliance under the following statutes.
• Purchases of bio based products IND. CODE § 5-22-5-9  
  A bio-based product must be purchased if available at the time of the purchase, is “economically feasible to purchase” and does not interfere with any requirements of scientific use as defined by Indiana code.
• Purchase of coal mined in Indiana IND. CODE § 5-22-15-22  
• When requesting coal, give absolute preference to coal mined in Indiana unless federal law requires the use of low sulfur coal.

Specifications are to clearly state what is needed while encouraging competition. Refer to the Specifications section within this manual for help writing effective specifications for solicitations.

Clarify that a “functional alternative” is acceptable to encourage competition. Make every effort to avoid unfair advantage to a supplier and the restriction of competition.

Procurement Services will facilitate consistent communication between Purdue University staff and Respondents during competitive solicitations. Avoid informal communication with Respondents to provide a fair competition and mitigate cause for solicitation cancellation.

There is to be no personal gain to a Purdue employee, including gifts, that influences or can imply influencing an award. Adhere to Purdue University’s Policy II.B.2 regarding conflict of interest.

All received information is to be considered confidential. Send inquiries for information received to the Public Records Office.

Test the offered commodity through samples.
• Review samples from all respondents.
• Arrange a demonstration if samples are provided. Follow Purdue travel policy if the demonstration is off Purdue campus.
• Coordinate the safe and timely return of the sample at the Respondent’s expense after the award is announced.

Award to the Respondent whose offer fulfills the requirements at the best value to Purdue University.

Award to businesses in Indiana whenever possible.

Do not sign a supplier document without Procurement Services’ review and approval of the supplier document. Suppliers commonly request Purdue staff signatures on supplier informal quotes and supplier purchase orders; do not do so. Email the supplier documents to procurementcontracts@purdue.edu for review.

Follow these guidelines when a contract becomes necessary.
• Delegates may negotiate what is delivered and how. Procurement Services will negotiate contract terms and conditions beyond Purdue University standard terms and conditions. Email the contract to procurementcontracts@purdue.edu.
• A contract with all approvals completed is valid. This includes but is not limited to, Procurement Services approval. A contract may be invalid without Procurement Services approval.
• Submit a completed Procurement Services Contract Request Form to Procurement Services at procurementcontracts@purdue.edu when a contract is necessary.
• Procurement Services or the requesting Department shall specify the programmatic approver and fiscal approver for each contract. Executive approvers will be system created based upon the dollar amount of the contract. Request additional approvers if desired.
• DocuSign is Purdue's preferred method of digital signature. Circulate contracts between Procurement Services and the supplier through DocuSign.
• When Procurement Services has completed the negotiation process Procurement Services may transition the contract to the Department. The Department will manage the contract through expiration.
• Procurement Services manages enterprise wide contracts through the end of the contract.
• The Department manages department specific contracts through the end of the contract.

4.2 INFORMAL SOLICITATIONS
A competitive solicitation is preferred but is not required when the purchase is less than $1,000. Delegates should make every effort to assure the purchase is of the best value for Purdue University. When possible, award to a supplier from the eProcurement system to easily create the requisition and purchase order. The PO generated by the eProcurement system will follow the payment terms established on the supplier’s master data record.

Follow the appropriate P-Card instructions if the supplier is not in the eProcurement system. Remind suppliers that Purdue University is Tax Exempt.

Negotiate payment terms if establishing a new supplier in the eProcurement system.

The following are the available options ACH Options:
• 3% discount for the payment within 10 days, Net paid within 45 days
• 2% discount for the payment within 20 days, Net paid within 45 days
• 1% discount for the payment within 30 days, Net paid within 45 days
• Net paid within 45 days, no discount

4.2.1 Request for Quotation (RFQ) Verbal
For purchases of $1,000 - $4,999, complete the informal process through a verbal Request for Quotation (RFQ). Pricing obtained via email, phone or using a supplier website with educational pricing is acceptable.

• Delegates will make every effort to engage two or more suppliers in the solicitation. One of these suppliers should be a Minority-, Veteran-, or Woman-owned business (XBE). Download a list of XBEs from the Indiana Department of Administration’s website. Questions regarding XBE sourcing efforts, XBE Utilization plans, and Small Business Subcontracting plans should be directed to the Office of Supplier Diversity Development email: supplierdiversity@purdue.edu Phone: (765) 496-6606
• Use the Solicitation Summary to document the solicitation activity.
  o List the responsive suppliers and prices.
  o Award to the supplier providing the best value to the University with a focus on the most cost-effective option.
o Confirm the supplier is not suspended from State of Indiana and/or federal government by checking the System for Award Management (SAM) and the Indiana Department of Administration site prior to award and/or purchase. Save a digital or hard copy of the search results confirming the supplier is clear. If the supplier is suspended,
  ▪ Award to the next supplier providing the best value to the University with a focus on the most cost-effective option.
  ▪ Confirm the second supplier is not suspended to receive the award.
• When possible, award to a supplier from the eProcurement system to easily create the non-catalog requisition and purchase order.
• Create a non-catalog requisition to begin the purchase order process. Purchase Orders are the preferred method of payment. Follow the quick reference card instructions for Creating Requisitions in Ariba.
  o Reference the supplier quote number, the supplier contact information and the pricing details in the requisition comments.
  o Assure that the comments are marked as Visible to Supplier. By doing so the comments will appear on the purchase order.

  o The PO generated by the eProcurement system will follow the payment terms established on the supplier’s master data record.
• Negotiate payment terms if establishing a new supplier in the eProcurement system. The following are the available options ACH Options:
  o 3% discount for the payment within 10 days, Net paid within 45 days
  o 2% discount for the payment within 20 days, Net paid within 45 days
  o 1% discount for the payment within 30 days, Net paid within 45 days
  o Net paid within 45 days, no discount
• Follow the appropriate P-Card instructions if the supplier is not in the eProcurement system for a one-time purchase. Remind suppliers that Purdue University is Tax Exempt.
• Fulfill the record retention requirements by attaching the Solicitation Summary and the suspended supplier search results to the requisition. These are referenced during the requisition review and approval process, as well as future audits. Assure that the attachments are not marked as Visible to Supplier.
• Do not share solicitation results. Direct requests for solicitation results to the Office of Legal Counsel Public Records Requests.

4.2.2 Request for Quotation (RFQ) Written
For purchases of $5,000 - $9,999, complete the informal process through a written Request for Quotation (RFQ). Obtain pricing via email containing price information or a supplier written quote.
• Delegates will make every effort to engage two or more suppliers in the solicitation. One of these suppliers should be a Minority-, Veteran-, or Woman-owned business (XBE). Download a list of XBEs from the Indiana Department of Administration’s website. Questions regarding XBE sourcing efforts, XBE Utilization plans, and Small Business Subcontracting plans should be directed to the Office of Supplier Diversity Development email: supplierdiversity@purdue.edu Phone: (765) 496-6606

• Use the Solicitation Summary to document the solicitation activity.
  o List the responsive suppliers and prices.
  o Award to the supplier providing the best value to the University with a focus on the most cost-effective option.
  o Confirm the supplier is not suspended from State of Indiana and/or federal government by checking the System for Award Management (SAM) and the Indiana Department of Administration site prior to award and/or purchase. Save a digital or hard copy of the search results confirming the supplier is clear. If the supplier is suspended,
    ▪ Award to the next supplier providing the best value to the University with a focus on the most cost-effective option.
    ▪ Confirm the second supplier is not suspended to receive the award.

• When possible, award to a supplier from the eProcurement system to easily create the non-catalog requisition and purchase order.

• Create a non-catalog requisition to begin the purchase order process. Purchase Orders are the preferred method of payment. Follow the quick reference card instructions for Creating Requisitions in Ariba.
  o Reference the supplier quote number, the supplier contact information and the pricing details in the requisition comments.
  o Assure that the comments are marked as Visible to Supplier. By doing so the comments will appear on the purchase order.

  o The PO generated by the eProcurement system will follow the payment terms established on the supplier’s master data record.

• Complete the New PO Supplier Request Form if the selected supplier is not in the eProcurement system. Procurement Services will review the request and provide guidance on how to proceed.

• Negotiate payment terms if establishing a new supplier in the eProcurement system. The following are the available options ACH Options:
  o 3% discount for the payment within 10 days, Net paid within 45 days
  o 2% discount for the payment within 20 days, Net paid within 45 days
  o 1% discount for the payment within 30 days, Net paid within 45 days
  o Net paid within 45 days, no discount
• Follow the appropriate P-Card instructions if the supplier is not in the eProcurement system for a one-time purchase. Remind suppliers that Purdue University is Tax Exempt.
• Fulfill record retention requirements; attach all supplier quotes, the Solicitation Summary and the suspended search results to the requisition. These are referenced during review and approval process, as well as in future audits. Assure the attachments are not “visible to the supplier.”
• Do not share solicitation results. Direct requests for solicitation results to the Office of Legal Counsel Public Records Requests.

4.3 FORMAL SOLICITATIONS
Procurement Services facilitates the procurement method for purchases of $10,000 or more through formal solicitations. A formal solicitation includes Competitive Bid, Request for Proposal (RFP), or Request for Information (RFI). The requesting Department submits a completed Request for Purchase $10,000 and Over form, requirements, specifications, and potential suppliers. Procurement Services will review the request and determine the best procurement method to use. Procurement Services posts all procurements on the Open Bid Opportunities page.

Complete the following to maintain the integrity of the process.

Create the solicitation: Procurement Services, in collaboration with the requesting department subject matter experts and stakeholders, creates the solicitation.
• Procurement Services will assure confidentiality and no conflicts of interest. Request evaluators and advisors to sign the non-disclosure agreement.
• Department staff will acquire commodity or service requirements, specifications, statement of work and potential supplier list.
• Procurement Services will distribute the solicitation. The requesting Department and stakeholders are invited to provide supplier suggestions to receive the solicitations directly. In addition, the solicitations are available to the public through the Open Bid Opportunities page.
• A Minority-, Veteran-, or Woman-owned business (XBE) should be included in all solicitations greater than $10,000. All respondents are required to submit an XBE Utilization Plan with their response. This plan should detail the specific XBEs to be utilized and to what extent XBEs will be utilized.
Receive Responses: Procurement Services will complete the following:

- Confirm that the responses fulfill solicitation requirements.
- Provide responses to the evaluation team members for scoring.
- Manage all communication between respondents and Purdue while the solicitation is in process.
- Schedule and facilitate all supplier presentations to Purdue.
- Facilitate the evaluation team meetings.
- Receive and evaluate all scores.

Award notifications: Procurement Services will complete the following:

- Confirm the supplier is not suspended from doing business with the State of Indiana and/or the Federal government by checking the System for Award Management (SAM) and the Indiana Department of Administration site prior to award and/or purchase.
- Notify the evaluation team, requesting department, appropriate stakeholders and Respondents of Competitive Bid and Request for Information award.
- Provide the evaluation team’s formal Recommendation of Award (ROA) of the Request for Proposal to the Director of Procurement for approval. Upon approval, Procurement Services will announce the award to all Respondents and Purdue stakeholders.
- Procurement Services will negotiate contract terms and conditions beyond Purdue University standard terms and conditions.

Cancellation of a Formal Solicitation prior to award: Procurement Services is solely responsible to facilitate the cancellation of a formal solicitation.

- Procurement Services processes cancellations including but not limited to, notifying all respondents, evaluation team members and Purdue stakeholders.
- Consider all information received confidential. Send all inquiries to Procurement Services for handling.

4.3.1 Competitive Bid
A competitive bid is a request for pricing of items meeting specifications. These may have limited services such as installation of the item(s) purchased. The Competitive Bid is an open opportunity for a minimum of 5 days. It is encouraged that Procurement Services should solicit responses from three or more potential respondents.

4.3.2 Request for Proposal (RFP)
Follow the RFP process when cost is not the only factor in awarding a contract. Typically, contracts resulting from an RFP are solution based and may have a service component with detailed requirements. The RFP document is available for response for 4-6 weeks. Procurement Services, Department subject matter experts and stakeholders will identify the RFP requirements and create a scoring process to evaluate the responses.

Procurement Services facilitates each step of the RFP process.

4.3.3 Request for Information (RFI)
A Request for Information is an exploratory solicitation to gain additional market and solution knowledge. As a result, specifications are clarified and a competitive process is decided. An award can
be made from an RFI if it is stated to be possible within the RFI solicitation documentation. Procurement Services, Department subject matter experts and stakeholders may evaluate the responses.
5 Specifications for Informal and Formal Solicitation Types

Procurement Services may collaborate with the requesting Department, appropriate stakeholders and subject matter experts to construct specifications that describe the commodity or service. Write the specifications to encourage competition and clarify Purdue University needs and expectations. The specifications shall not restrict competitiveness yet focus on requirements meeting the goals of the project.

To ensure objective supplier performance and eliminate unfair competitive advantage, encourage competition by including an invitation to offer a “functional alternative” particularly if a person, firm or entity has assisted with and/or participated in the preparation of the specifications. Make every effort to avoid unfair advantage to a supplier and the restriction of competition.

Points to consider when creating specifications:

- Use the words “Must” or “Shall” to describe mandatory requirements
- Use the words “Should” or “May” to describe features that are optional
- Specifications should be brief, clear and concise to assure clarity of need and expectation
- A definition of a word should be given if the meaning can be confusing
- Specifications should be inclusive of relevant factors, including but not limited to delivery, installation, support, reporting, and expectations.
- Disclose potential challenges during delivery and installations such as no access to elevators during business hours.
- Specifications should be flexible, to encourage respondents to suggest cost-saving alternatives or substitutes
- Do not use terms that are open to individual interpretation
- Consider using ranges or minimums and maximums where appropriate to allow for flexibility and additional competition
- Procurement Services must review the specifications to assure federal requirements are followed for bio-based products for a greater than $10,000 solicitation or when previous fiscal year spend was greater than $10,000.

5.1 Types of Specifications

There are three basic types of specifications: Brand Name, Design, and Performance/Functional. Use of the Brand Name type is the least recommended due to the potential for limiting competition. A combination of the Design and Performance/Functional types is considered ideal.

5.1.1 Brand Name

Advantage: Requires less research if time is an issue
Disadvantages: Discourages competition; may lessen objectivity in evaluation and award process

This type of specification is called “Brand Name” because it references a brand name, model number, catalog number, etc., that identifies a product made by a specific manufacturer as an example of the level of quality desired. This type of specification is helpful when listing all the requirements is impractical or impossible, but the general design, quality, and performance requirements are to be clarified.
When using this type, the statement “or approved alternate” must always follow the brand name description. This statement communicates to respondents that offers of alternative products will be considered if they are of the same or better quality than the brand name cited. The word “alternate” is preferred rather than “equal” because it is extremely difficult to prove that two items are equal and respondents may try to challenge the Purdue’s judgment.

5.1.2 Design

**Advantage:** Well suited for unique requirements, such as a limited amount of space to accommodate a product

**Disadvantages:** Can be restrictive; not well suited for off-the-shelf items; may not allow for advances in technology

The Design specification focuses on the physical and dimensional requirements of a product, as well as how it is actually fabricated. Many times when this type is used, the requested item is not available “off the shelf” and must be manufactured specifically to meet the needs of the user. It is commonly used for equipment, machinery, and vehicles not available on a contract. When used alone, this type can often restrict competition by eliminating the consideration of similar products because of minor differences in size or construction. Express design requirements using minimum and maximum values to increase flexibility and allow for more competition. This allows features to compete within ranges rather than meeting requirements with precision.

Assure the dimensions given are accurate when requesting manufactured items must meet the Department’s specific needs. A Department may be forced to accept and pay for a product that does not “fit” if a supplier manufactured the product to dimensions we have provided. To ensure accuracy, respondents may be requested to do an on-site inspection and measurement before providing a response.

5.1.3 Performance/Functional

**Advantages:** Encourages competition because the end product may be achieved by different means and can be a very useful tool for large ticket items for which there is very little competition. In addition, this type allows the end user to focus on needs rather than wants and provides accommodation for advancements in technology.

**Disadvantage:** Sometimes difficult to articulate “absolute” needs

Specifications written as “Performance” or “Functional” are not as detailed as far as design or physical dimensions but focus instead on the result of the product’s performance or what it should accomplish. Avoid unnecessary “frills” by placing more emphasis on the functional requirements which usually keeps cost lower and the requested product is less likely to become obsolete.

This type of specification tends to promote rather than restrict competition because it allows consideration for any product that meets the functional requirements.

5.2 Specification Formatting

When writing specifications, there are two basic ways to display the specification requirements. These formats are referred to as “Equipment” and “Paragraph.”
5.2.1 Equipment Format
This format uses a series of brief sentences describing each individual requirement. The sentences are followed by “Yes” and “No” checkboxes or blanks for respondents to indicate whether they can meet the specific requirement. Organize the sentences into categories identifying the major components for more complicated specifications.

The Equipment format is the preferred format because it:
- sets out clearly the important aspects of the purchase
- allows important traits to be highlighted
- helps respondents avoid missing or skipping a requirement
- requires respondents to be more cautious
- holds respondents accountable for their responses

When using the equipment format, keep requirement sentences or statements brief and “to the point” placing the emphasis on the requirement.

5.2.2 Paragraph Format
This format lists specification requirements using brief sentences or statements written in paragraphs (like in newspapers). As with the Equipment format, organize similar requirements into categories identifying the major components. However, this format is recommended for simpler items only.

Contact Procurement Services for assistance with Specification writing.
6 ORDER METHODS WITHIN THE EPROCUREMENT SYSTEM

6.1 CATALOG REQUISITIONS
Catalog requisitions are created through the eProcurement system punch-outs or catalogs. Refer to the Creating Requisitions in Ariba quick reference card for instructions.

Make every attempt to purchase through the eProcurement system’s punch-outs and catalogs. Punch-outs and catalogs represent the easiest requisitions to create. Most required data for the requisition is auto filled.

If the commodity or service is available from more than one Catalog, purchase from the supplier offering the lowest cost.

6.2 NON-CATALOG REQUISITIONS
For commodities or services not in the eProcurement punch-out or in a catalog, create a non-catalog requisition to acquire a purchase order. The following best practices can assist in expediting the approval workflow, to send the purchase order more quickly and to minimize receiving errors. Refer to the Creating Requisitions in Ariba quick reference card for instructions.

Orders not using supplier catalogs should reference the contract in the requisition comments to ensure contract pricing. Refer to the Creating Requisitions in Ariba quick reference card for instructions. Make the comments “Visible to Supplier.”

Assigning a Commodity Code: The commodity code is a required field. This determines the appropriate approval workflow for the requisition. The assigned commodity code must be appropriate for the commodity or service as opposed to how or where it is used. For example, a non-requisition for a computer to be used in a lab. The commodity code assigned should be “computer” and not lab equipment.

The correct commodity code is vital to:

- Assure established system approval requirements are met. Refer to the correct Restricted Category Codes for these categories in Exhibit 1 of this manual.
  - Animals/Fish
  - Information Technology
  - Building Construction & Maintenance
  - Furniture/Office Accessories
  - Radioactive Materials
  - Safety Equipment, Explosive Materials
  - General Building Construction
  - Infrastructure Construction & Maintenance
- Avoid delaying the requisition by triggering approvals that do not apply.
- Contribute to effective reporting used for future procurements and contract negotiations.

Blank required fields will route the requisition for additional review causing purchase order delays.
- Supplier Name and Part # is required on ALL lines. When a part number is not available, insert “No PN.”
• Insert delivery requirements on the requisition. Choose a realistic delivery date on the requisition.
  o Decline expedited delivery where possible to avoid extra cost.
  o If delivery is delayed significantly past the date on the order this may show on the GR/IR report. To extend the need by date, contact the Procurement Helpdesk at pshelpdesk@purdue.edu.

Shipping, Special Handling and/or Freight:
• Purdue prefers Free on Board Destination (FOB Destination) which is a contract term where the supplier pays the shipping and handling charges to the point of delivery.
• Requisitions should have a shipping line for the quoted or estimated amount.
7 INVOICE PAYMENT METHODS

Purdue University has three established methods through which a supplier will receive payments for the purchases. In order of best practices, these include Purchase Orders, P-Card, and Direct Invoices.

7.1 PURCHASE ORDERS

Purchase Orders are the best practice for payment methods. Purchase orders are system created from approved requisitions. The purchase order is sent automatically to the supplier through the eProcurement system or manually sent to the supplier by Procurement Services.

Purchase orders must remain unique. Departments or individuals must not create mimic eProcurement purchase orders; must not manually change a purchase order and must not resend eProcurement purchase orders to suppliers.

Complete the New PO Supplier Request Form if the selected supplier is not in the eProcurement system and the purchase is greater than $5,000. For purchases less than $5,000 and the selected supplier is not in the eProcurement system, follow the P-Card procedures.

Purdue does not accept terms and conditions in addition to those set forth in Purdue’s purchase order. Decline supplier requests to use their documents and/or their terms and conditions. If the supplier insists on the use of the supplier’s terms and conditions, request Procurement Services review. Purdue University’s interests must be represented prior to signing the document or placing the order.

7.2 PURCHASING CARD (P-CARD)

Follow P-Card Manual procedures and guidelines when using a P-Card. A P-Card payment is allowable and compliant:

- When the commodity or service is not on an established contract
- When an informal solicitation process has been completed.
- When Procurement Services has denied a request to establish a New PO Supplier and has directed you to utilize the P-Card for the purchase. The denial notification must be retained in file for future audits.
- When the commodity or service is not prohibited. See the list of prohibited uses in the P-Card Manual.
- When the payment is not a repetitive purchase including it is not an annual payment over multiple years.
- When the purchase is repetitive, a purchase order is the appropriate invoice payment method.

7.3 NON-PO/DIRECT ORDER (PAYMENT VIA ZV60)

Direct Orders are not the best practice as a purchasing method. Every effort should be made to avoid using this purchasing method.

Direct Orders should only apply when the supplier is not in the eProcurement system.

When the order is for a repetitive purchase, a purchase order is the appropriate invoice processing method.
Follow [online instructions](#) provided by Accounts Payable on how to process invoices for a Direct Order.

Do not provide eProcurement look-alike purchase order numbers to suppliers for Direct Orders.

Complete the [New PO Supplier Request Form](#) if the selected supplier is not in the eProcurement system. Procurement Services will review the request and provide guidance on how to proceed.

To expedite the payment process:

- When placing an order outside of ARIBA departments need to provide the supplier with a contact name, a phone number, and an address in which to send the invoice.
- The business office will enter the invoice into SAP using Tcode ZV60 for a Direct payment. The ZV60 workflow for fiscal approval will apply for invoices over $1,000.00.
- Detailed [instructions](#) are available for paying Direct invoices.
- Ensure adequate back up documentation is attached to the ZV60 payment.
- Each invoice needs to be submitted on its own ZV60 document.
- Confirm invoices received are not ARIBA invoices to avoid duplicating payments.
- Contact [ap@purdue.edu](mailto:ap@purdue.edu) with any questions you have regarding payment.
- Due diligence in selecting the correct supplier number is important to avoid payments being sent to the wrong supplier or wrong location.

**NOTE:**

If a change to the supplier record is needed, the change needs to be submitted through the DocuSign process. Updates to supplier records are NOT to be attached to ZV60 documents for processing.

It is important for departments to follow up on parked documents to ensure they post in a timely manner.

Questions regarding outstanding invoice issues should directed to [AP@PURDUE.EDU](mailto:AP@PURDUE.EDU).
8 RECEIPT OF COMMODITIES AND SERVICES

Receiving is both a physical function and a system function. Department staff is to complete the system receipt by following the Receive PO in Ariba business process.

Delay of payment will result when invoices and purchase orders do not match line for line. The errors appear on Procurement Services’ GR/IR report. Departments are required to correct errors when there is a difference between what is received vs. what is invoiced. The Invoice Reconciliation Exceptions in Ariba business process provides guidance to resolve the issue in the eProcurement system, for example:

- Appropriate purchase order and/or contract number
- Itemized quantities, utilizing the same unit of measure as listed on the purchase order
- Description of goods and/or services
- Unit prices and total price

All goods and services provided to the University are subject to inspection.

- Although inspection of goods received is not a procurement function, it is important to encourage timely inspection and resolution. Procurement Services and Delegates should make best efforts to guide requestors to communicate the negative inspection to the supplier.
- The Department customer is at liberty to coordinate repair or resolution with the supplier. In the event there is no resolution, make a request for assistance to Procurement Services through pshelpdesk@purdue.edu.
- Additional remedies for supplier non-compliance include, but are not limited to, suspension and/or contract cancellation.
9 ACCOUNTS PAYABLE — ePROCUREMENT

The Accounts Payable eProcurement team is responsible for keying and processing invoices and credit memos belonging to orders placed through the ARIBA portal. These invoices contain Purchase Order Numbers beginning with 4500 or 6000.

To expedite the payment process:
- Suppliers need to send invoices directly to AP@PURDUE.EDU.
  - Departments receiving invoices need to:
    - Advise suppliers to send future invoices directly to AP@PURDUE.EDU as stated on the Purchase Order.
    - Be aware of the due date on the invoice.
    - Accounts Payable prioritizes keying invoices based on the due date.
    - If the payment is not yet due, please do not resend the invoice and allow time for keying.
  - Some suppliers are set up to submitted invoices electronically through the ARIBA PORTAL.
- Suppliers are required to submit their invoices immediately following the delivery of goods or services.
- The Purchase Order number MUST be referenced directly on the invoice before submitting it for payment to expedite processing.
- The Department must reconcile/approve any outstanding variances (price or quantity) in order for the invoice to pass to SAP for payment.

Delay of payment will result when invoices and purchase orders do not match line for line. Departments are required to correct errors when there is a difference between what is received vs. what is invoiced. The Invoice Reconciliation Exceptions in Ariba business process provides guidance to resolve the issue in the eProcurement system, for example:
- Appropriate purchase order and/or contract number listed directly on the invoice
- Itemized quantities, utilizing the same unit of measure as listed on the purchase order
- Description of goods and/or services
- Unit prices and total price

NOTE:
Delays in reconciling and approving can lead to GR/IR issues and potential late payment to the supplier.

Late payments can lead to suppliers not receiving new orders, not shipping product, etc. until the past due payments are received.

Questions regarding outstanding invoice issues should directed to AP@PURDUE.EDU.
10 RECORD RETENTION

All procurement files and activities are public information. Proper documentation allows the department or individual to prove

- that procurement process requirements were met,
- fair and equitable competition was sought,
- the best value to Purdue University was obtained.

Follow Record Retention Guidelines. The Departments’ procurement documentation may be requested during future audits. The findings may be used for training purposes and solicitation process validation.

Procurement Documentation includes but is not limited to:

- **Documentation / Justification and approvals**
  - To purchase outside University catalogs
  - To waive competitive solicitation process
  - Required special approvals from Board of Trustee when applicable

- **Department Informal solicitation documentation is recommended to be attachments to the requisitions**
  - emails
  - quotes
  - notes of phone conversations
  - specifications
  - response activity and selection logic

- **Formal solicitation documentation will be retained by Procurement Services**
  - Solicitation forms and documents
  - Supplier Responses
  - Correspondence related to questions/comments which are specific to the solicitation
  - Evaluation criteria and documentation
  - Notice of awards and non-awards for formal Requests for Proposals
  - Copies of any signed agreements
Exhibit 1: Restricted Product Categories

The following Restricted Product Categories require special approval. Approvers will be automatically added to the shopping cart Workflow. The role name will appear in the workflow when the correct product category is selected. Only one person with the role needs to approve the shopping cart.

<table>
<thead>
<tr>
<th>ANIMALS</th>
<th>Restricted Category Code</th>
<th>Restricted Product Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role Name: SM265_000_CMODTY_APPRVR_LAB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10100000</td>
<td>Live Animals</td>
<td></td>
</tr>
<tr>
<td>10101500</td>
<td>Livestock</td>
<td></td>
</tr>
<tr>
<td>10101501</td>
<td>Cats</td>
<td></td>
</tr>
<tr>
<td>10101502</td>
<td>Dogs</td>
<td></td>
</tr>
<tr>
<td>10101505</td>
<td>Rats</td>
<td></td>
</tr>
<tr>
<td>10101506</td>
<td>Horses</td>
<td></td>
</tr>
<tr>
<td>10101507</td>
<td>Sheep</td>
<td></td>
</tr>
<tr>
<td>10101508</td>
<td>Goats</td>
<td></td>
</tr>
<tr>
<td>10101510</td>
<td>Mice</td>
<td></td>
</tr>
<tr>
<td>10101511</td>
<td>Swine</td>
<td></td>
</tr>
<tr>
<td>10101512</td>
<td>Rabbits</td>
<td></td>
</tr>
<tr>
<td>10101513</td>
<td>Guinea pigs</td>
<td></td>
</tr>
<tr>
<td>10101514</td>
<td>Primates</td>
<td></td>
</tr>
<tr>
<td>10101516</td>
<td>Cattle</td>
<td></td>
</tr>
<tr>
<td>10101600</td>
<td>Birds and fowl</td>
<td></td>
</tr>
<tr>
<td>10101601</td>
<td>Live chicken</td>
<td></td>
</tr>
<tr>
<td>10101602</td>
<td>Live ducks</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FISH</th>
<th>Restricted Category Code</th>
<th>Restricted Product Category</th>
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</thead>
<tbody>
<tr>
<td>Role Name: SM265_000_CMODTY_APPRVR_LAB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10101700</td>
<td>Live fish</td>
<td></td>
</tr>
<tr>
<td>10101701</td>
<td>Live salmon</td>
<td></td>
</tr>
<tr>
<td>10101702</td>
<td>Live trout</td>
<td></td>
</tr>
<tr>
<td>10101703</td>
<td>Live tilapia</td>
<td></td>
</tr>
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<table>
<thead>
<tr>
<th>INFORMATION TECHNOLOGY</th>
<th>Restricted Category Code</th>
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</thead>
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<td>Role Name: SM350_000_CMODTY_APPRVR_IT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>43200000</td>
<td>Components for information technology or broadcasting or telecommunications</td>
<td></td>
</tr>
<tr>
<td>43210000</td>
<td>Computer Equipment and Accessories</td>
<td></td>
</tr>
<tr>
<td>43211500</td>
<td>Computers</td>
<td></td>
</tr>
<tr>
<td>43211600</td>
<td>Computer accessories</td>
<td></td>
</tr>
<tr>
<td>43211900</td>
<td>Computer displays</td>
<td></td>
</tr>
<tr>
<td>43212100</td>
<td>Computer printers</td>
<td></td>
</tr>
<tr>
<td>43220000</td>
<td>Data Voice or Multimedia Network Equipment or Platforms and Accessories</td>
<td></td>
</tr>
<tr>
<td>43221700</td>
<td>Fixed network equipment and components</td>
<td></td>
</tr>
<tr>
<td>Restricted Category Code</td>
<td>Restricted Product Category</td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>43222600</td>
<td>Network service equipment</td>
<td></td>
</tr>
<tr>
<td>43230000</td>
<td>Software</td>
<td></td>
</tr>
<tr>
<td>45100000</td>
<td>Printing and publishing equipment</td>
<td></td>
</tr>
<tr>
<td>45110000</td>
<td>Audio and visual presentation and composing equipment</td>
<td></td>
</tr>
<tr>
<td>45120000</td>
<td>Photographic or filming or video equipment</td>
<td></td>
</tr>
<tr>
<td>45130000</td>
<td>Photographic and recording media</td>
<td></td>
</tr>
<tr>
<td>81110000</td>
<td>Computer Services</td>
<td></td>
</tr>
<tr>
<td>81111812</td>
<td>Computer hardware maintenance and support</td>
<td></td>
</tr>
<tr>
<td>81112000</td>
<td>Data services</td>
<td></td>
</tr>
<tr>
<td>81112201</td>
<td>Maintenance and support fees</td>
<td></td>
</tr>
</tbody>
</table>

**BUILDING CONSTRUCTION AND MAINTENANCE**

<table>
<thead>
<tr>
<th>Role Name: SM290_000_CMODTY_APPRVR_SM_CON</th>
<th>Restricted Category Code</th>
<th>Restricted Product Category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>72100000</td>
<td>Building support, maintenance &amp; repair</td>
</tr>
</tbody>
</table>

**INFRASTRUCTURE CONSTRUCTION AND MAINTENANCE**

<table>
<thead>
<tr>
<th>Role Name: SM310_000_CMODTY_APPRVR_SM_UTILS</th>
<th>Restricted Category Code</th>
<th>Restricted Product Category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>72120000</td>
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**FURNITURE AND OFFICE ACCESSORIES**

<table>
<thead>
<tr>
<th>Role Name: SM275_000_CMODTY_APPRVR_DE_STU</th>
<th>Restricted Category Code</th>
<th>Restricted Product Category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>39111509</td>
<td>Floor lamp fixture</td>
</tr>
<tr>
<td></td>
<td>39111510</td>
<td>Table lamps</td>
</tr>
<tr>
<td></td>
<td>52110000</td>
<td>Accommodation furniture</td>
</tr>
<tr>
<td></td>
<td>52111506</td>
<td>Chairs</td>
</tr>
<tr>
<td></td>
<td>56100000</td>
<td>Accommodation furniture</td>
</tr>
<tr>
<td></td>
<td>56101502</td>
<td>Sofas</td>
</tr>
<tr>
<td></td>
<td>56101503</td>
<td>Coat racks</td>
</tr>
<tr>
<td></td>
<td>56101504</td>
<td>Chairs</td>
</tr>
<tr>
<td></td>
<td>56101507</td>
<td>Bookcases</td>
</tr>
<tr>
<td></td>
<td>56101508</td>
<td>Mattresses and sleep sets</td>
</tr>
<tr>
<td></td>
<td>56101509</td>
<td>Dressers and armoires</td>
</tr>
<tr>
<td></td>
<td>56101514</td>
<td>Foot stools</td>
</tr>
<tr>
<td></td>
<td>56101515</td>
<td>Beds</td>
</tr>
<tr>
<td></td>
<td>56101519</td>
<td>Tables</td>
</tr>
<tr>
<td></td>
<td>56101520</td>
<td>Lockers</td>
</tr>
<tr>
<td></td>
<td>56101529</td>
<td>Magazine racks</td>
</tr>
<tr>
<td></td>
<td>56101530</td>
<td>Storage cabinets</td>
</tr>
<tr>
<td></td>
<td>56101535</td>
<td>Furniture carts</td>
</tr>
<tr>
<td></td>
<td>56101539</td>
<td>Bed frames and accessories</td>
</tr>
<tr>
<td></td>
<td>56101603</td>
<td>Outdoor tables and picnic tables</td>
</tr>
<tr>
<td></td>
<td>56101605</td>
<td>Outdoor benches</td>
</tr>
<tr>
<td></td>
<td>56101608</td>
<td>Bicycle racks</td>
</tr>
<tr>
<td></td>
<td>56101702</td>
<td>Filing cabinets and accessories</td>
</tr>
<tr>
<td></td>
<td>56101703</td>
<td>Desks</td>
</tr>
<tr>
<td></td>
<td>56101706</td>
<td>Conferencing tables</td>
</tr>
<tr>
<td>Restricted Category Code</td>
<td>Restricted Product Category</td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>56101707</td>
<td>Drafting tables</td>
<td></td>
</tr>
<tr>
<td>56101710</td>
<td>Projector stands and carts</td>
<td></td>
</tr>
<tr>
<td>56101715</td>
<td>Mail sorters and organizers</td>
<td></td>
</tr>
<tr>
<td>56101716</td>
<td>Desktop organizer hutches</td>
<td></td>
</tr>
<tr>
<td>56101900</td>
<td>General furniture accessories</td>
<td></td>
</tr>
</tbody>
</table>

**RADIOACTIVE MATERIALS**

Role Name: SM285_000_CMODTY_APPRVR_RH_MAT

<table>
<thead>
<tr>
<th>Restricted Category Code</th>
<th>Restricted Product Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>12112103</td>
<td>Heavy water</td>
</tr>
<tr>
<td>12112104</td>
<td>Alpha sources</td>
</tr>
<tr>
<td>12112105</td>
<td>Beta sources</td>
</tr>
<tr>
<td>12112106</td>
<td>Cobalt sources</td>
</tr>
<tr>
<td>12112107</td>
<td>Gamma sources</td>
</tr>
<tr>
<td>12112108</td>
<td>Neutron sources</td>
</tr>
<tr>
<td>12112110</td>
<td>Calibration sources</td>
</tr>
<tr>
<td>12112111</td>
<td>In-vivo products</td>
</tr>
<tr>
<td>12112113</td>
<td>Radiographic source</td>
</tr>
<tr>
<td>12112114</td>
<td>Radioimmunoassay isotopes</td>
</tr>
<tr>
<td>12112115</td>
<td>Tritium targets</td>
</tr>
<tr>
<td>12112116</td>
<td>Excitation sources (annular)</td>
</tr>
<tr>
<td>12112117</td>
<td>Radiopharmaceutical compounds for label</td>
</tr>
<tr>
<td>12112118</td>
<td>Chemicals labeled C14</td>
</tr>
<tr>
<td>12112119</td>
<td>Fissionable isotopes</td>
</tr>
<tr>
<td>12112120</td>
<td>In-vivo radioactive isotope products</td>
</tr>
<tr>
<td>12212407</td>
<td>Radioisotope sources</td>
</tr>
<tr>
<td>26141906</td>
<td>Industrial nucleonic moisture measuring</td>
</tr>
<tr>
<td>26142001</td>
<td>Irradiation gamma sources</td>
</tr>
<tr>
<td>26142004</td>
<td>Neutron irradiators</td>
</tr>
</tbody>
</table>

**SAFETY EQUIPMENT, EXPLOSIVE MATERIALS**

Role Name: SM295_000_CMODTY_APPRVR_SF_SEC

<table>
<thead>
<tr>
<th>Restricted Category Code</th>
<th>Restricted Product Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>12130000</td>
<td>Explosive materials</td>
</tr>
<tr>
<td>46100000</td>
<td>Light Weapons and ammunition</td>
</tr>
<tr>
<td>46101500</td>
<td>Firearms</td>
</tr>
<tr>
<td>46101600</td>
<td>Ammunition</td>
</tr>
<tr>
<td>46151605</td>
<td>Light weapons and explosive detectors</td>
</tr>
</tbody>
</table>

**GENERAL BUILDING CONSTRUCTION**

Role Name: SM280_000_CMODTY_APPRVR_FAC_PL

<table>
<thead>
<tr>
<th>Restricted Category Code</th>
<th>Restricted Product Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>72110000</td>
<td>General building construction</td>
</tr>
</tbody>
</table>
GLOSSARY

**Absolute Preference**
A purchasing agent must select the provider regardless of price. (Ind. Code § 5-22-15-2)

**Artificially Divide**
Purchases split into smaller totals so solicitation thresholds are not reached to avoid competitive solicitations.

**Best Value**
The offer that meets specifications and balances the highest quality, non-cost benefit with cost.

**Catalog Requisition**
An eProcurement requisition type used to create a purchase order from a supplier with a catalog in the eProcurement system.

**Department Specific Contracts**
A contract that is in place for one specific department.

**eProcurement System**
Purdue University’s eProcurement System is Ariba.

**Enterprise Wide Contracts**
A contract utilized by the entire University.

**Exception Request**
A form submitted by Delegates to request approval from Procurement Services to purchase from a supplier other than the supplier of an established contract.

**GR/IR Report**
Goods Received/Invoice Received reports on discrepancies between purchase orders and invoices. Department staff with the invoice reconciliation role must complete the reconciliation process to have the payments made.

**Non-Catalog Requisition**
An eProcurement requisition type used to create a purchase order when the item or service is not available in an eProcurement catalog.

**Non-Disclosure Agreement**
A signed acknowledgement by Purdue University staff participating in the evaluation of a Request for Proposal procurement method to commit to confidentiality and to conflict of interest compliance.

**Procurement**
The act of obtaining commodities and services through specific procedures

**Procurement Services**
Auxiliary Services, Procurement
Punch-out (Punch-out catalog)
Ability to connect a supplier’s catalog site with Purdue University’s eProcurement system. The supplier “check-out” process enters the order into the catalog requisition in the eProcurement system.

Respondent aka Offeror
A person who extends an offer to a governmental body; a supplier who offers commodities or services requested by Purdue University. IND. CODE § 5-22-2-18

Response aka Offer
An offer to a solicitation request. IND. CODE § 5-22-2-17

Responsive
Per Ind. Code § 5-22-16-2, a Respondent’s offer that conforms in all material respects to the specifications, that complies specifically with the solicitation and the instructions to offerors, from an offeror who has complied with all applicable statutes, ordinances, resolutions, or rules pertaining to the award of a public contract.

Solicitation
A procedure by which Purdue University invites persons to submit an offer for the purchase or sale of commodities or services. IND. CODE § 5-22-2-32

Solicitation Summary
A spreadsheet provided by Procurement Services to document the informal solicitation activity.

Special Purchases form
A document used to request consideration for waiving the competitive solicitation process

Supplier
The provider of commodities or services

XBE
Minority, Veteran, or Woman Business Enterprise