**Non-Catalog Orders – Procurement Methods Quick Reference Guide**

**Last Updated**: 02/26/2020

* Validate the item is not available from an Ariba catalog supplier which provides Purdue specific pricing.
* Include at least one Minority, Woman, or Veteran owned business (XBE) in the Request for Quotation (RFQ) process.
* Check suppliers against the [State and Federal suspended vendor list](https://performancemanager8.successfactors.com/xi/ui/pages/empfile/liveprofile.xhtml?selected_user=00151616&_s.crb=pI%2bsmh%2ftC491tHH8PBIY8NTgyeA%3d).
* Purdue University is tax exempt. Validate quotes do not include tax.
* Document solicitation method and retain in procurement records.

Methods for obtaining Ariba non-catalog pricing details are in the [Delegation Manual](https://sp2013.itap.purdue.edu/businessservices/procure/training/Shared%20Documents/Procurement%20Services%20Delegation%20Manual.pdf), The below table provides a snapshot of the process.

|  |  |  |  |
| --- | --- | --- | --- |
| **Amount** | **Procurement Method** | **Responsible Person** | **Process** |
| Less than $1,000 | Informal Solicitation   * Verbal * Phone * Email * Website with educational pricing | Department Delegate | *Required Number of Quotes*: 1  **Primary:** Use Ariba if supplier is available.  **Secondary:** Use Purchasing Card (PCard) if supplier is not in Ariba and the volume of future purchases is unknown or limited. |
| $1,000 - $4,999 | Informal Solicitation  Request for Quotation – Verbal   * Verbal * Phone * Email * Website with educational pricing | Department Delegate | *Recommended Number of Quotes*: 2 or more  **Primary:** Use Ariba if supplier is available.  **Secondary:** Use Purchasing Card (PCard) if supplier is not in Ariba and the volume of future purchases is unknown or limited. |
| $5,000 - $9,999 | Informal Solicitation  Request for Quotation – Written   * Email * Supplier Written Quote | Department Delegate | *Recommended Number of Quotes*: 2 or more  **Primary:** Use Ariba if supplier is available.  If Supplier is not in Ariba, complete the [New PO Supplier Request Form](https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=7a36985f-24f5-48d4-b554-ed69b835410f) (WL)**\***.  **Secondary:** Use Purchasing Card (PCard) if supplier is not in Ariba and the volume of future purchases is unknown or limited. |
| $10,000 or greater | Formal Solicitation  Competitive Bid,  Request for Proposal | Procurement Services | Competitive process required.  Delegate submits a [Request for Purchase $10,000 and Over Form](https://sp2013.itap.purdue.edu/businessservices/procure/requests/SitePages/Request%20for%20Purchase%20$10,000%20and%20Over.aspx) (WL)**\***.  Procurement Services manages the solicitation process by coordinating and collaborating with Delegate. |

\* **Purdue Fort Wayne**: Email request to [purchase@pfw.edu](mailto:purchase@pfw.edu). **Purdue Northwest**: Email request to [procurement@pnw.edu](mailto:procurement@pnw.edu).