**Procure-to-Pay – Purchases > $10,000 Business Process**

**Last Updated**: 04/23

**Process:** Use this document for purchases greater than or equal to $10,000. Procurement Services facilitates the procurement method for purchases of $10,000 or more through formal solicitations.

For purchases less than $10,000, see the [Procure-to-Pay – Purchases < $10,000](https://purdue0.sharepoint.com/:w:/s/Procure/training/Ef-Jv2Vo2MVAmuDr5HLIPEwBBgXJ4TRH9Pw6VmA52mXi8A?e=P452UW) business process.

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| **Step** | **What to Do** | **How to Do It** | **Who Does It** |
| **1** | Submit a request for purchase. | [Request for Purchase $10,000 and Over](https://purdue0.sharepoint.com/:w:/s/Procure/training/EXSTrkmzUvROlDkQL6qCso0BjcMhM21eTLNyHyHfIUun8w?e=SGLIhu) | Requester |
| **2** | Create the solicitation. | Work with requester to acquire commodity or service requirements, specifications, statement of work and potential supplier list. | Procurement Sourcing Analyst |
| **3** | 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](https://www.purdue.edu/procurement/onestop/current-goods-services.php). | Procurement Sourcing Analyst |
| **4** | Receive responses. | Confirm that the responses fulfill solicitation requirements. | Procurement Sourcing Analyst |
| **5** | Evaluate responses. | Provide responses to the evaluation team members for scoring. | Procurement Sourcing Analyst |
| **6** | Select supplier. | Provide the evaluation team’s formal Recommendation of Award (ROA) of the Request for Proposal to the Director of Procurement for approval. | Procurement Sourcing Analyst, |
| **7** | Provide award notification. | Procurement Services will announce the award to all Respondents and Purdue stakeholders. | Procurement Sourcing Analyst |
| **8** | Procure good(s) or service(s). | If the selected supplier is in Ariba, refer to the Creating Requisitions in Ariba QRC for detailed instructions.  If the selected supplier is not in Ariba, submit the [New PO Supplier Request Form](https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=7a36985f-24f5-48d4-b554-ed69b835410f). | Requester |