PROCUREMENT BEST PRACTICE

MODEL FOR SOURCING & SELECTION OF ONE-OFF PURCHASES (TYPICALLY OVER $10K)

1. Identify Need
   - Academic or Org Unit Procurement

2. Evaluate Bids & Specifications
   - Know Product (Understand specifications, possible supplier, budget)
   - *Not to get quotes*

3. Issue Purchase Order
   - Single/Multi
   - Early involvement to minimize effort by suppliers, requisitioners & customers
   - *Not bringing quotes*

4. Purchase
   - Sole Sourcing Path
   - Engage Procurement
     - Discuss Spec, Requirements, and Potential Sources

5. Obtain Competitive Quotes via RFx Process

6. Enter Shopping Cart

7. Select Supplier & Document Sourcing Decision
   - Complete Waiver (Dept.) or Obtain Formal Quote (Procurement)

8. Evaluate Bids & Specifications

9. Contribution
   - Specifications Knowledge Performance Criteria Market Players

10. Procurement
    - Ariba Discovery Negotiations Terms & Conditions Quality Measures Credit Review Procurement History Strategic View

Collaboration

Procurement

Know Product (Understand specifications, possible supplier, budget)
*Not to get quotes*