



PURCHASE ORDER PROCESSING

Each organization has its own policies and procedures when it comes to spending money. BuyBoard is designed as a tool to support our members and help meet your purchasing needs.

After you have identified a need, you may browse all awarded items online via BuyBoard's secure website, www.buyboard.com.

There are three options available to search the BuyBoard for product and pricing information. The first is using *Search by Vendor*. This displays an alphabetical list of vendors. The second is to search by contract using *Browse Contracts*. This displays the entire list of commodities and associated contracts. The third is using a *Search Term* that will return all item descriptions and pricing sheets containing the search term. The search feature will return any portion of the term found in the following; Vendor Name, Item Description, Part Number, Brand, or the pricing sheet (PDF documents provided by the vendor that contain catalog or price pages).

As a rule, there are two simple processes to use the BuyBoard correctly. Regardless of which process you select, purchase orders should be in accordance with your organization's guidelines. Purchase orders are always issued in the name of the vendor.

Option 1:

If the product can be purchased as is, and the pricing is posted on the BuyBoard, and the item does not have options or need any configuration that requires interaction with the vendor then follow the steps below:

1. Identify the vendor or product from the BuyBoard
2. Process a purchase order in accordance with your organization's guidelines or purchase order electronically on the BuyBoard as another option. To transmit the order online you must have a certain security role and authority. Check with your administration to confirm.

Option 2:

If the product does not have pricing posted or requires some interaction with the vendor to configure or add options, then the process is as follows:

1. Identify the vendor or product from the BuyBoard
2. Contact the vendor and let them know you need BuyBoard pricing
 - a) Tell the vendor what you need
 - b) Obtain a written quote from the vendor
 - c) Make sure the item quoted is part of the BuyBoard contract
3. Process a purchase order in accordance with your organization's guidelines. Issue the purchase order in the name .832 [(t)2 (h)10 ()2 (r)7 (ac)14 1ur

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