

IMPORTANT NOTES:

Effective Immediately we are REQUIRED to make purchases for UNDER \$1,000 ONLY from MarketPlace vendors.

- Orders must be approved by your PI before anything can happen.
- It is the responsibility of the faculty, the lab manager or the student /postdoc in charge of making purchases to look for items to be ordered with MarketPlace vendors.
- The University highly discourages orders less than \$1000 from non-Marketplace vendors. If you do place an order for under \$1000, it should be the exception, not the rule and:
 - You must provide a **STRONG** justification as to why you're not purchasing through Marketplace.
 - If the justification is because of cost, you must provide a screenshot of the items being compared.
 - There is an option for price matching in Marketplace that should be utilized before using "cost" as justification.
 - If a PO must be requested for a non-MP vendor for an order less than the \$1000 requirement, an email confirmation is required from PI confirming that a thorough search in MP was performed.
- When ordering from non-MarketPlace vendors, please provide to Darlene either a copy of our PO form that you have sent to the vendor, or an order confirmation that you receive. This will allow her to keep track of each item as they arrive.
- The correct shipping address for orders is: NC State University, Biomedical Engineering Dept, YOUR NAME, 1840 Entrepreneur Drive, Room 4130, EBIII, Raleigh NC 27695
- Invoices can be sent directly to Darlene via email dwest3@ncsu.edu or mailed via USPS to Darlene West, Biomedical Engineering Dept, Campus Box 7115, Raleigh, NC 27695
- **Purchase Orders over \$5000 must be placed with Andi. The PI should initiate the request directly with Andi who will inform of the process.**

BME Purchasing Instructions

- I. **A PO request form needs to be completed fully with PI approval on it. Orders must be approved by PI before any orders can be placed.**
- II. After the order is approved, you will forward the approval email and the information to Darlene, requesting a PO.
- III. **MARKETPLACE ORDERS**-Darlene will reply to you with a PO number to use for this purchase. When the package arrives, you will receive an email to pick it up in the Admin suite. You will receive the order in MarketPlace (instructions attached) and follow the ***“After The Order Arrives”*** instructions listed down below (VII).
- IV. **NON-MARKETPLACE ORDERS**- Darlene will reply to you with a PO number to use for this purchase. You will complete a blank purchase order form (on our website) and email/phone it to the vendor (cc Darlene on this). If the order is placed over the phone, kindly be sure the vendor has the correct billing and shipping address. When the package arrives, you will receive an email to pick it up in the Admin suite. You will receive the order and follow the ***“After The Order Arrives”*** instructions listed down below (VII).
- V. If a **NEW NON-APPROVED VENDOR**-You will contact the vendor and find out if they will accept a PO. **If YES**-you will send them a W-9 & ACH form for their accounting department to fill out, sign/date and return to Darlene via email dwest3@ncsu.edu. You will also send them a copy of our tax exempt certificate so they will not charge tax. Once they have been approved in our system, Darlene will issue a PO number, you will complete a blank purchase order form (on our website) and email or call it in to the vendor, please cc Darlene on this.
- VI. If a **NEW NON-APPROVED VENDOR- does not accept PO's** You will need to go to Darlene's office and place the order with the vendor using the department PCard. *****Like all other orders this must first be approved by your PI before purchasing.*** All order documentation from the vendor should be forwarded to Darlene. When placing your order, it is always a good idea to mention that we are tax exempt, in which case they will not charge the tax. Not all vendors will accept that, but it is worth a try to save yourself having to pay for tax and not be reimbursed. Once the order arrives, the signed/dated packing slip should be submitted to Darlene.

VII. After The Order Arrives-

- a) When the item arrives, you will receive an email to pick up the package in the Admin Suite Room #4130.
- b) You will digitally sign for the package(s) in a Google doc by following the link that will provided in the email: <https://forms.gle/wsJpVWXe5LW5Z86e8>
- c) Upon opening the package, find the packing slip inside and check off which items have arrived, sign & date the packing slip and turn it in to Darlene or leave in her mailbox labeled "West" in the Admin Suite. (Please note on the packing slip if an item wasn't shipped or is backordered.
- d) If this is a MarketPlace order, you must receive the order in MarketPlace. If an item has been canceled, it should be rejected in MarketPlace. Special note: be sure you are receiving the correct items in MarketPlace! The packing slip only contains the NCSU1.Purchase order, not the BME purchase order!

If an item arrives without a packing slip, please email Darlene stating this, along with the item and BME purchase order information. This email will be kept as backup with the order and will serve as the packing slip.