Tips for Success

- Fill out the forms completely & accurately
  - Title / Naming convention
  - Account / Department = 11XXXXXXX (Cost Center)
  - Shipping name & address
  - Justification to project (audit issue)
  - Attach approvals (if needed)
    - Approvals should be obtained <u>before</u> order is submitted to Purchasing
  - Only <u>one</u> order or invoice per request
- Provide a product description (not <u>just</u> a link)
- Utilize the Purdue Amazon view-only catalog for approved products
  - Amazon is not a replacement for contracted vendors (ex., Fisher, HP Products, etc.)
- Please read your emails from **Purdue Services**
  - Requests for missing or additional information
  - Confirmations that orders have been placed
  - Confirmations that invoices have been paid
- Invoices
  - Vendors do not typically send invoices directly to the Purchasing Center unless they are requested to do so. If you receive an invoice, you can be confident that we probably don't have it.
    - If you request a PO from us, please make sure to send the invoice to us when you get it for that PO (please reply to the original request ticket)
    - If you didn't request a PO from us, send the invoice along with payment instructions so that it will be paid.
  - We can only pay from **Invoices** (not statements, not Proforma Invoices, not estimates, etc.)