**Steps for Purchasing Goods at Babson**

We define procuring goods as tangible items for purchase. There are exceptions to this list.

**Procuring Goods Process**

1. When procuring **goods under $10,000** at the College, a Babson PCard can be used for purchase.
2. When procuring **goods over $10,000**, submit a requisition in Workday for purchase.
3. We want to make sure purchases are competitively bid, so please shop around, when permissible. Attach three (3) competitive quotes from different suppliers or a no-bid-exception form as supporting documentation during your submission.

**Workday Submission**

1. Doing business with Supplier for the first time? Make sure the supplier is set up in the Workday system. If not, submit a ***Create Supplier Request task in Workday.*** This will route to Accounts Payable for approval.
2. Once complete, submit a request using the ***Request Non-Catalog Items*** ***task in Workday*** and select Request Goods.



1. Once the submission is approved in Workday, Procurement will generate a Purchase Order (for orders over 10K).
2. The final step is to pay the supplier once goods are received. Submit a supplier invoice payment using the ***Create Supplier Invoice Request task in Workday.*** Please reference your PO number during your submission. This will route to Accounts Payable for approval and settlement.

**Please refer to resources below for more information**

* Bid-Exception Form- [no-bid-exception-form.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.babson.edu%2Fmedia%2Fbabson%2Fsite-assets%2Fcontent-assets%2Foffices-and-services%2Fbusiness-financial-services%2Fbudget-office%2Fprocurement%2Fforms%2Fno-bid-exception-form.docx&wdOrigin=BROWSELINK)
* Procurement Card Application- [PCARD-Application.pdf (babson.edu)](https://www.babson.edu/media/babson/site-assets/content-assets/offices-and-services/business-financial-services/budget-office/procurement/forms/PCARD-Application.pdf)
* Procurement Card Agreement- [Procurement-Cardholder-Agreement.pdf (babson.edu)](https://www.babson.edu/media/babson/site-assets/content-assets/offices-and-services/business-financial-services/budget-office/procurement/forms/Procurement-Cardholder-Agreement.pdf)

Contact Procurement with any questions about this process at

[procurement@babson.edu](file:///C%3A%5CUsers%5Cgarci%5COneDrive%20-%20Babson%20College%5CBabson%20College%5CProcurement%5CProcess%5Cprocurement%40babson.edu)