



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. Issue the purchase order in the name of the vendor and send directly to the vendor.
 3. Email a copy of the purchase order to BuyBoard at info@buyboard.com. Mark the PO as 'Record Only'. You also can transmit a copy of your organization's 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 of the vendor and send directly to the vendor.
 4. Email a copy of the purchase order to BuyBoard at info@buyboard.com. Mark the PO as 'Record Only'. You also can transmit a copy of your organization's 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.

As mentioned above, many of our members submit orders directly to the vendor and then email BuyBoard a confirming, or "record only," copy. This is fine, if these orders are **clearly marked** as confirmation or record only. BuyBoard staff record these purchase orders in the system but a purchase order is not transmitted to the vendor.

The option for you to transmit your original purchase order through the BuyBoard is also available. The process is simple and quick but does involve attaching your original purchase order to the BuyBoard notification sent to the vendor. Once attached purchase orders are converted to a PDF document before transmitting to the vendor.

In lieu of sending individual purchase orders, many members submit a monthly report at the end of each month documenting the BuyBoard purchase orders for the month. If interested in this process, contact the BuyBoard for the purchase order template and assistance in getting started.

Keep in mind that your purchase order must be documented in the BuyBoard for the purchase to be considered a BuyBoard purchase. Your audit trail and proposal compliance is not protected if purchase orders are not documented in the BuyBoard.

Email all BuyBoard purchase orders to the following:

Email: info@buyboard.com
Questions: 1.800.695.2919

BuyBoard staff members are available Monday thru Friday, 8:00 AM to 5:00 PM central time. Please contact us if we can be of assistance.