



PURCHASING 101



Purchasing and Contract Services

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Agenda

- Who we are
- Navigating SUNY Procurement
- Purchasing Options
- Procurement Process
- Strategic Sourcing
- Contract Management







Systems & Business
Processes



Scientific



Campus
Services

Purchasing & Contract Services Teams



Information
Technology



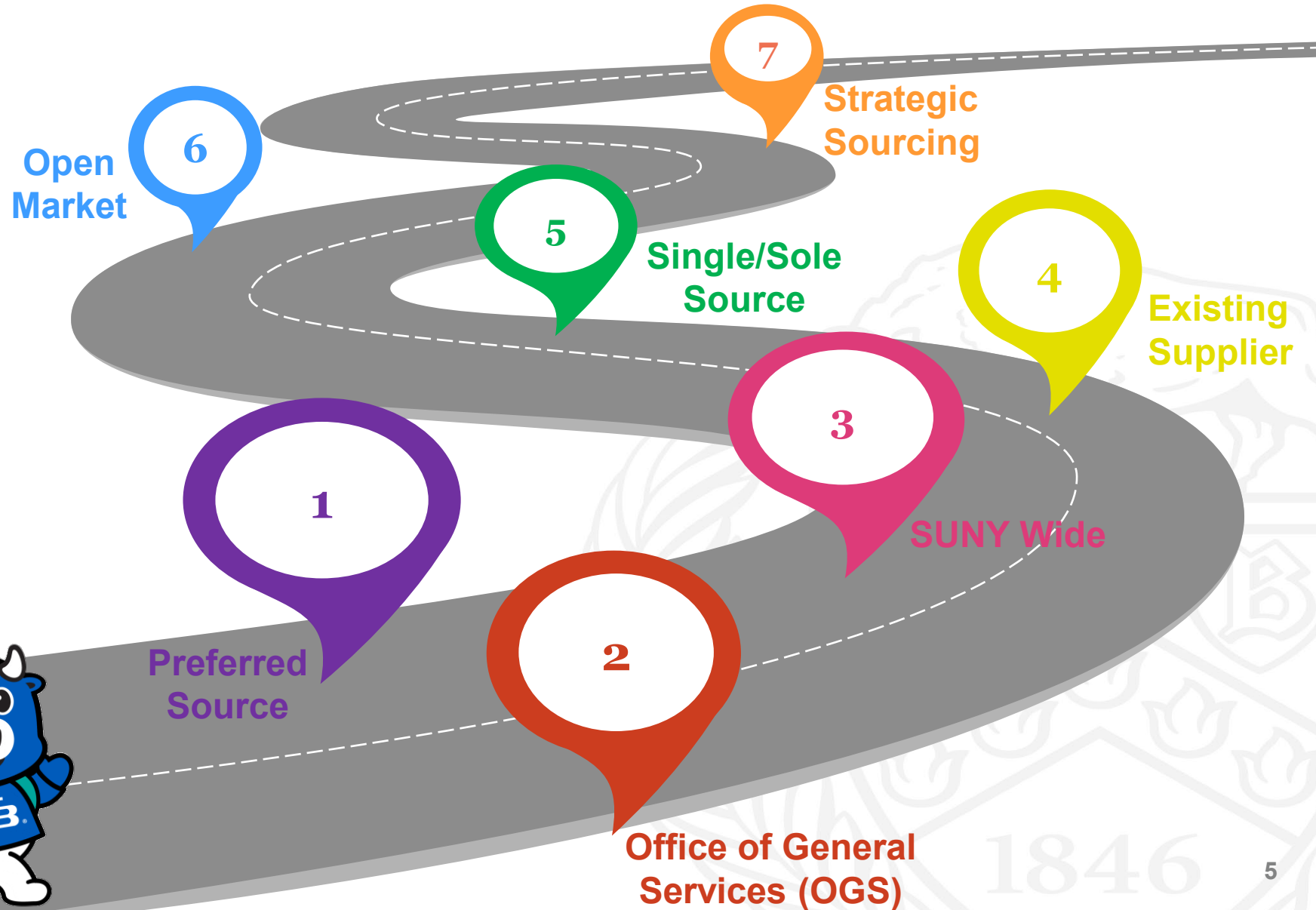
Facilities &
Construction



Navigating

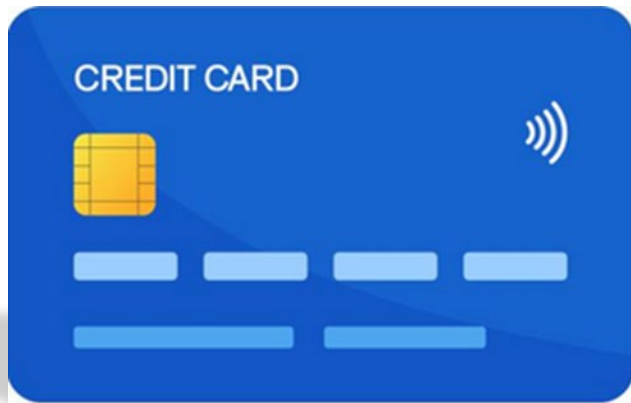


Procurement





Purchasing Options



P-Card

SHOPBLUE

eProcurement



SHOPBLUE Preferred Sources Showcases

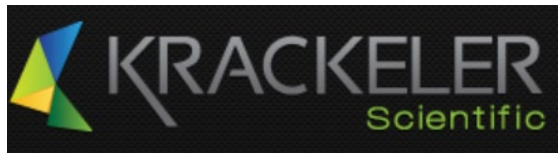


SHOPBLUE Electronic Showcases





SHOPBLUE Scientific Showcases



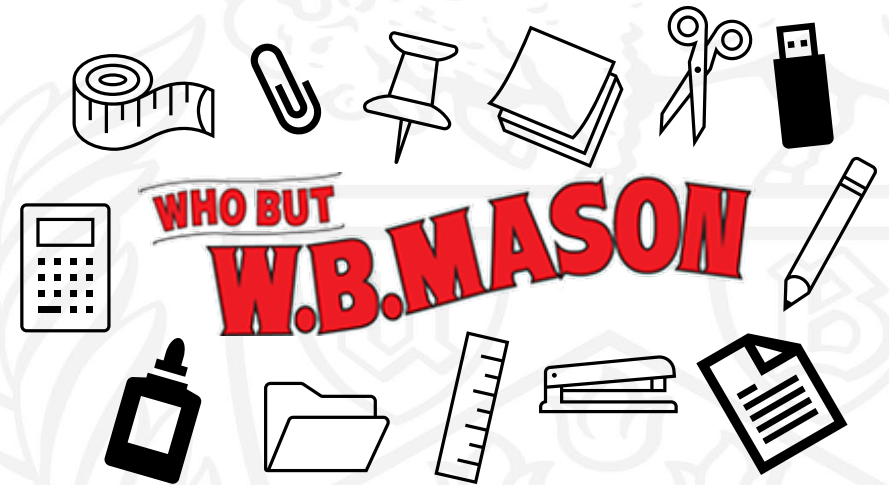


SHOPBLUE MRO Showcases

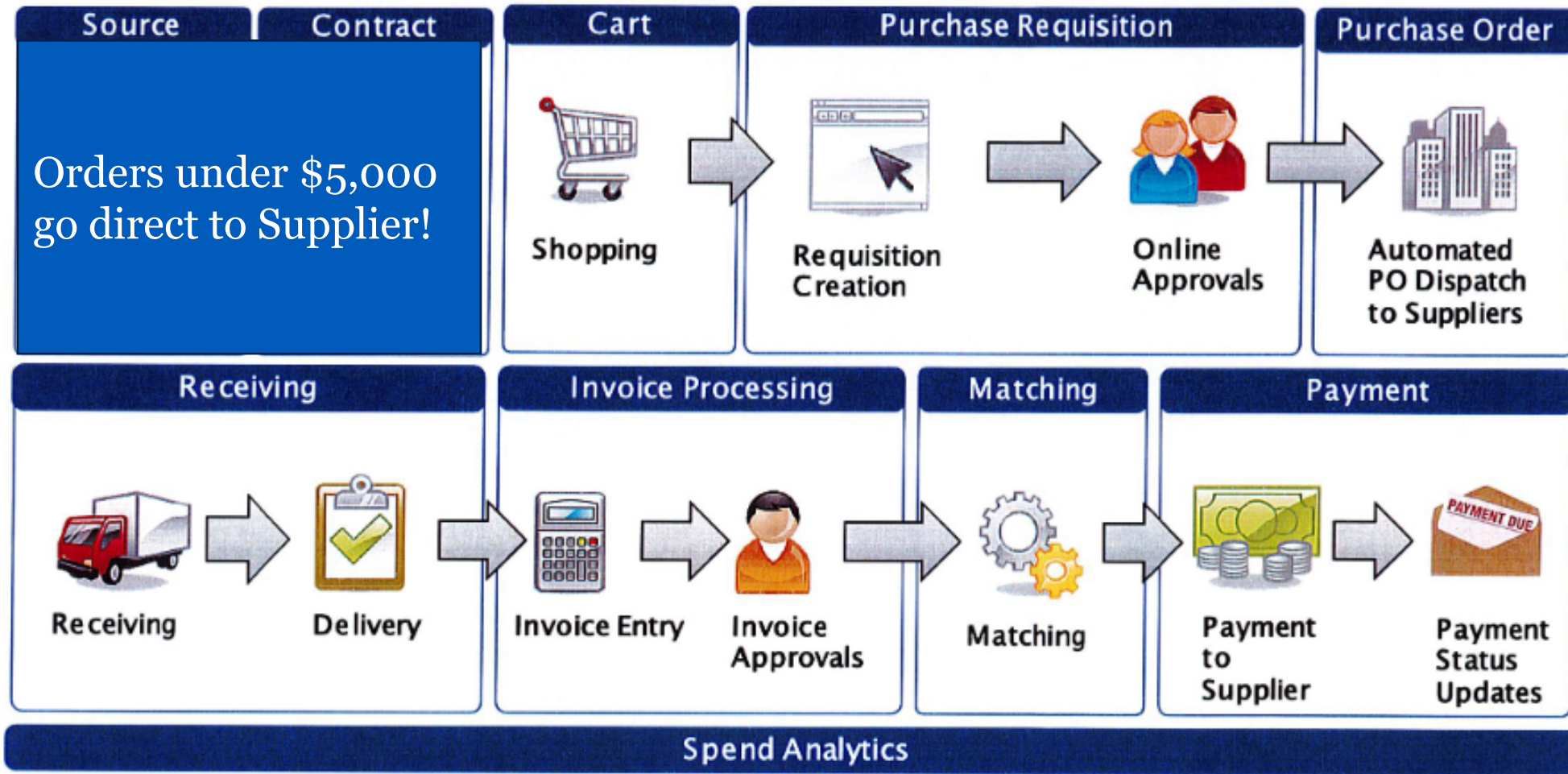


Minoritech-Cert
MWBE

SHOPBLUE Office Supply Showcase



SHOPBLUE Showcase Catalog Process Flow



Strategic Sourcing

Streamlined Processes

Higher Quality Products & Services

Reduced Costs

Improved Supplier Relationships

Innovation



Contract Management



HELP



www.buffalo.edu/procurement



Contact a [Procurement Expert](#)



Information on [commonly purchased goods/services](#).



[Guidelines, Policies](#) and Forms



Procurement Card ([P-Card](#)) Program



Information on [receiving and paying](#) for goods/services.



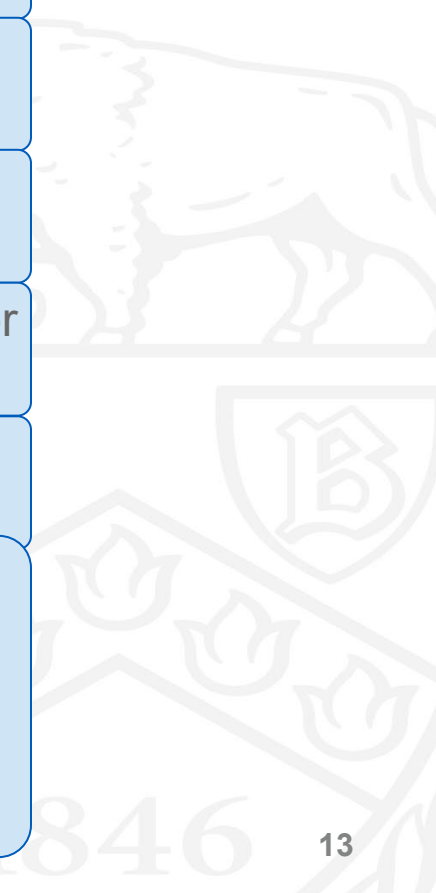
Access business - [ShopBlue](#), [SIRI](#), [Concur](#), [eReq](#)



Accounts Payable

Invoices: apinvoice@business.buffalo.edu

Inquires: ap@buffalo.edu





Questions?



How did we do?

*Take the Session Survey on your smart device using
the QR Code on your schedule.*

