Quick guide to purchase and procurement (2019)

Is there a local framework agreement (TendSign)?
- Yes: Estimate the value of the purchase and check how to order
  - Is the agreement ranked and the value below 139 500* SEK?
    - Yes: Order from the local framework agreement
    - No: Contact your Purchase officer
- No: Contact your Purchase officer

Estimate the value
It is important that you estimate the value based on the total contract period including possible extensions (excluding VAT). Similar needs of other departments/divisions must be taken into account.

Is there a governmental framework agreement (TendSign/Avropa)?
- Yes: Estimate the value of the purchase and check how to order
  - Is the agreement ranked and the value below 139 500* SEK?
    - Yes: Order from the governmental framework agreement
    - No: Contact your Purchase officer
- No: Contact your Purchase officer

Does the value exceed 1,37* MSEK?
- Yes: Submit a request for procurement support to the procurement office
- No: Contact your Purchase officer

Does the value exceed 139 500* SEK?
- Yes: Purchase officer performs procurement with Direct award procedure
- No: Purchase officer performs a procurement with Direct award procedure

Web form for procurement support: [https://insidan.liu.se/inkop/upphandlingsuppdrag?l=sv](https://insidan.liu.se/inkop/upphandlingsuppdrag?l=sv)

*VAT excluded