Quick guide to purchase and procurement (2020)

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 141 900* SEK?
    - Yes: Order from the local framework agreement
    - No: Contact your Purchase officer
- No: Estimate the value of the purchase

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 141 900* SEK?
    - Yes: Order from the governmental framework agreement
    - No: Contact your Purchase officer
- No: 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.

Does the value exceed 1,43* MSEK?
- Yes: Submit a request for procurement support to the procurement office
  - Web form for procurement support: https://insidan.liu.se/inkop/upphandlingsuppdrag?l=sv
- No: Does the value exceed 141 900* SEK?
  - Yes: Contact your Purchase officer
  - No: Perform a procurement with Direct award procedure

Does the value exceed 615 312* SEK?
- Yes: Purchase officer performs procurement with simplified procedure
- No: Purchase officer performs a procurement with Direct award procedure

*VAT excluded