

PURCHASE AGREEMENT GUIDANCE

- Purchase Agreements have replaced Framework Orders.
- Purchase Agreements that are available to all departments or all campuses can be found here: <https://procurement.tennessee.edu/purchase-orders/>
- The Purchase Agreement (PA) is an unencumbered agreement that was the result of a bid or a piggyback on a state contract or cooperative contract.
- You cannot pay an invoice using the Purchase Agreement number. You must complete a requisition to get a purchase order (PO) to pay your invoices.

PURCHASE ORDER PROCESS



To get a purchase order, you will log into DASH and use the **purchase agreement order form** to process a requisition. You will enter the PA number into the “agreement” field on the order form. The system will automatically create a PO*. Instructions for using the purchase agreement order form can be found in the training resources on our website.

*Requisitions using the category of “software” will route first to the campus/institute IT office before a PO is created in the system. Software transactions will take a little longer to receive a PO.

TIMING OF PURCHASE ORDER CREATION



If the supplier requires a purchase order at the time you place your order with them, you can complete the purchase agreement order form immediately to get a PO.

If the supplier does not require a PO, you can wait to process your requisition once you receive an invoice or multiple invoices from the supplier.

PRINTING A COPY OF THE PURCHASE ORDER



To get a PDF of the purchase order, you will need to use the PO Inquiry transaction in DASH. Follow the instructions for looking up a PO to view, save, or print. Instructions can be found in training resources on our website.

**Please note that your order is not automatically send to the supplier when you create the PO. You must send a copy of the PO to the supplier or indicate your place an order through email or by contacting the supplier directly.

Training Resources: <https://procurement.tennessee.edu/training/>

INVOICES AND PURCHASE ORDERS



You can pay multiple invoices against the PO that you generate against a Purchase Agreement. For instance, if you have received multiple invoices from the supplier in a month, you can create just one purchase order to cover all the invoices. For regular purchases that may occur on a monthly basis, it is recommended that you create a purchase order once per month.

REQUESTING A PURCHASE AGREEMENT



If you want to piggyback on a state of Tennessee contract or a cooperative contract, submit a requisition for the item or service you want to purchase using either “cooperative agreement” or “state of Tennessee contract” as your requisition type. Add a note that you are seeking a Purchase Agreement so the buyer will know to set the agreement up. The item you submitted on the requisition would then be processed against the PA that is created.

- Purchase Agreements cannot be used with sole source requests. All sole sources will be encumbered and restricted to the department who submitted it.