

ONE-STOP PROCUREMENT

for ACPs at Duke-NUS

"Hey, do you know that you can get academic price savings?"

"Follow these steps for your ACP procurement through JOAM in a convenient and reliable way!"



1 ACP to submit Purchase Request Form to JOAM via email

- Purpose to purchase
- Items to procure
- Delivery address & Special requirements



2 JOAM to source quotations from vendors and send Purchase Requisition Form or Catalogue Requisition Form to ACP for acknowledgement.

- Review Quotes
- Sign Purchase Requisition Form or Catalogue Requisition Form
- ACP confirms purchase



3 Submission to Duke-NUS Central Procurement (CP). Purchase Order (PO) will be issued and delivery will be arranged.

- Purchase Submission
- Purchase Order issued
- Delivery arrangement



4 Items received and ACP to sign on Invoice / Delivery Order (DO) for submission to JOAM.

- Check goods/items received
- Submit signed Delivery Order/Invoice to JOAM

The procurement process (exclude delivery timeline) will take up to 10 working days, depending on the vendors or items.

CONTACT

For enquiries or requests for procurement, kindly contact Terence Tee at terence.tee@duke-nus.edu.sg.

OUR 3CS



Cost Saving



Convenience



Count On Us

**For more specific guidelines or information, please refer to QR code.



SCAN FOR MORE