

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-APMD in a convenient and reliable way!"



1 ACP to submit Purchase Request form to JOAM-APMD via email.

"For catering request, kindly request for the preferred caterers' menus before submitting purchase request"

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



2 JOAM-APMD to connect ACP with vendor(s) to source quotations & discuss requirements (if any). ACP to complete and submit signed Confirmation of Purchase Form (COP) to JOAM-APMD.

If ACP sources for vendor for quotation, JOAM-APMD must be copied.

- Review Quote(s)
- ACP sign Confirmation of Purchase (COP) Form to confirm purchase



3 JOAM-APMD submit purchase request at SMARTBUY. 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-APMD

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

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

OUR 3CS



Cost Saving



Convenience



Count On Us

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

CONTACT

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



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