



## General Process Overview:

### Purchase of Services

#### Definition

Purchasing will assist you with quotes (also service agreements, proposals, etc...) related to, but not limited to, the following:

- *Services* of any type, including but not limited to:
  - *Repairs* on facilities or equipment.
  - *Calibration* of equipment.
  - *Maintenance* of facilities or equipment.
  - Any other services.
- *Subscriptions* of any type, including but not limited to:
  - Software licenses.
  - User licenses.
- *Purchasing* of instruments, capital equipment, supplies, consumables.

#### Time requirements

3 to 10 business days

#### Process

- The requestor is providing the technical requirements of the quote.
- Purchasing will review for pricing, terms and conditions, signatures if required.
- Requestor will need to ensure request is in budget. (If out of budget see ***Out of Budget Request*** form).
- Requestor will need to add Purchase Request (PR) into Cost Point.
- The processing of the quote and the PR will happen simultaneously.
- Once the PR is approved and the Quote is reviewed and/or signed the PO will be generated and the order will be placed. Requestor will be copied.

#### Information needed from you

- Initial Quote from vendor

Send information/request to [Purchasing@Pfenex.com](mailto:Purchasing@Pfenex.com)