

Guidelines for departmental procurement

(Version I)

Introduction

The following Guidelines constitute a document for DEIB internal use to provide some information on the Departmental standard purchasing procedures.

General instructions

For each type of purchase, it is necessary to open a request (Purchase Requests) from your online services (Administration > Departmental Purchase Requests) by filling in the appropriate fields (for general information about the Purchase Request, please refer to the operating manual available in the same screen in the top right corner).

Mandatory fields to be completed for Purchase Requests are the following:

- Subject
- Description
- Type of goods
- Fund holder
- Project

Please pay attention to the completion of the following fields (**not mandatory**):

"Reporting" - to be completed only for purchases on funded projects that require reporting

"Cost reimbursement - reimbursement method" - in this case, it is necessary to tick the flag and select the reimbursement method (bank transfer/cash)

"Purchase by credit card (of the Department)" - insert the flag only if the purchase is made by Department credit card

"Non-taxable VAT art. 72" - tick the flag for projects where this can be requested (European projects).

The "Direct assignment" field doesn't require completing for orders less than **€1000 (excluding VAT)**. For a correct compilation, for higher amounts, it is advisable to contact the Purchasing Office, (ufficioacquisti-deib@polimi.it) which will assess the various requests and, if it is possible to proceed, and provide the necessary elements for their correct definition.

For amounts higher than **€5,000 (excluding VAT)** up to **€39,900 (excluding VAT)**, the fund holder will be asked for a short technical report attached to the Purchase Request documents stating the reason for the purchase as part of the research. If available, attach statements of technical/commercial feature uniqueness.

For amounts higher than **€40,000 (excluding VAT)**, given the need to publish the purchase in the "Politecnico di Milano biennial purchasing plan", it is necessary to contact the Department's Purchasing Office in advance (ufficioacquisti-deib@polimi.it)

For requests for advance payment by bank transfer or department credit card, where no other form of payment is possible, the following sentence must be inserted in the Purchasing Request description: **"As no other form of payment is possible, we request advance payment by bank transfer/department credit card."**

Please note that when there is an advance payment, the Department is discharged from any responsibility if purchase fails for any reason.

When there are invoices in foreign currency using a personal credit card, the following documentation must be attached to the reimbursement request:

- Order details
- Invoice
- The credit card statement used for the transaction, so that the exact amount spent and any bank charges can be reimbursed
- Transport document, if any
- Receipt for charges + duties

✓ TYPES OF PURCHASES

The following are some types of purchases. For all types of purchases not mentioned above, opening the duly completed Purchase Request is necessary, describing the goods to be purchased or attaching any offers as detailed as possible.

a) COMPONENT PURCHASES (main suppliers)

I. RS Components Purchases:

For users who need to register for the first time, it is necessary to create an account with their data by connecting to the following link (<https://it.rs-online.com/login>), entering the Department address (Via Ponzio 34/5) as billing address and customer code 11072216.

To purchase you must:

- Create a shopping cart from the site using the following link (<https://it.rs-online.com/web/>), after logging in with the Department's credentials.
- attach a printout of the shopping cart in the Purchase Request documents.

Depending on the purchase amount, please note that:

- **for purchase requests < €200 (excluding VAT)** the order shall be sent by the applicant, entering the number of the order voucher and the Contract reference number (CIG) received from the administration;
- **for purchase requests €200 <> €999 (excluding VAT)** the order will be sent by the purchase office (except in special cases to be agreed);

- **for purchase requests > €1000** the procedure must be agreed in advance with the purchase office.

II. Digi Key purchases:

For users who need to register for the first time, it is necessary to create an account with their data, by connecting to the following link (<https://digikey.it>), entering the Department address (Via Ponzio 34/5) and customer code 953119.

To purchase you must:

- create a shopping cart from the site, by accessing the same link (<https://digikey.it>), after logging in with the Department's credentials
- attach a printout of the shopping cart in the Purchase Request documents.

From €1-999 (excluding VAT), the order must be sent by the applicant, inserting the contract reference number (CIG) received from the administration selecting as payment method **bank transfer net 30 days**;

III. Mouser purchases:

For users who must register for the first time, it is necessary to create an account with their data, by connecting to the following link (<https://mouser.it>) entering the Department address (Via Ponzio 34/5) and customer code 5810943.

To purchase you must:

- create a shopping cart from the website, using the following link (<https://www.mouser.it/MyAccount/Create>) after logging in with the Department's credentials
- attach a printout of the shopping cart in the Purchase Request documents.

From €1-999 (excluding VAT), the order must be sent by the applicant, inserting the contract reference number (CIG) received from the administration selecting as payment method **bank transfer net 30 days**;

b) PURCHASE OF PC / NOTEBOOK /SERVER /TABLET

The Purchase Request description must include a reference model (if possible), the minimum basic features, accessories and any warranty required. It is possible to attach the same information to the Purchase Request documents.

Please do not insert generic links as web pages may be subject to changes or closures, and options may not be correctly selected.

c) APPLE PRODUCTS PURCHASE

Please note that there is an active University agreement for Apple products.

The active agreement details can be found at the following link:

<https://documentazione.intranet.polimi.it/come-fare-per/contabilita-e-acquisti/acquisto-prodotti-apple/>

To purchase Apple products attach the printout of the product cart taken directly from the Italian Apple Store website (**not educational**) to the Purchase Request document. The Purchasing Office will be responsible for drawing on the current agreement between Politecnico and the successful bidder.

d) PCB MANUFACTURE/ASSEMBLY

There is a departmental customised purchasing channel with a third-party company (<https://www.mdsrl.it>). For further information, please contact the purchasing office (ufficioacquisti-deib@polimi.it).

e) PURCHASE OF MONITORS / DISKS

There are several models in the departmental warehouse for immediate delivery. For further information, please contact the ICT technical staff at the following email address: support-deib@polimi.it.

f) PUBLICATION OF ARTICLES, PAYMENT OF EXCESS PAGES AND OPEN ACCESS.

For the payment of publication costs it is necessary to attach the following to the Purchase Request:

- Documentation certifying the article acceptance
- Copy of the article
- Invoice/Invoice

The invoice must be made out to DEIB-Politecnico di Milano, specifying the VAT number which must be preceded by the initials IT for foreign parties. This is necessary to allow the correct VAT payment in Italy as taxable persons; it is essential to pay attention to the foreign party invoices where VAT/TAX entry must be €0.00 otherwise accounting is impossible.

The "standard" payment method for this expense is **bank transfer**.

g) INTERPRETING/REVISION/TRANSLATION SERVICES.

Please note that for these services, there is a university agreement.

The active agreement details can be found at the following link:

<https://documentazione.intranet.polimi.it/come-fare-per/contabilita-e-acquisti/traduzione-revisione-proof-reading-e-interpretariato/>

At the same time as opening the Purchase Request, it is necessary to send an email to ufficioacquisti-deib@polimi.it attaching any texts to be revised/translated in editable format. Depending on the agreement between Politecnico and the contracting company, the Purchasing Office will provide instructions on delivery times based on the applicant's needs.

The Purchase Request must include the date, place, and time the service is requested for interpreting services, giving suitable advance notice.

h) PURCHASE OF TECHNICAL GASES IN CYLINDERS

Please note that for these services, there is a university agreement.

The active agreement details can be found at the following link:

<https://documentazione.intranet.polimi.it/come-fare-per/contabilita-e-acquisti/gas-tecnici/>

Please contact the departmental secretarial office, which will open a Purchase Request.

i) TONER PURCHASE

When purchasing toner, it is necessary to open a Purchase Request specifying the printer brand, model and location. Toners for printers located outside the Department will not be purchased or reimbursed.

l) CATERING SERVICES

Please note that for these services, there is a university agreement.

The active agreement details can be found at the following link:

<https://documentazione.intranet.polimi.it/come-fare-per/contabilita-e-acquisti/servizi-di-catering/>

As part of the catering services concessions stipulated by Politecnico di Milano, it is possible to request catering services directly from the concessionary companies Compass Group spa and Gruppo Pellegrini spa without calling for applications.

The catering service will be used according to the bid quality, and Politecnico di Milano may request catering services from the various concessionaires under free competition.

Please contact the departmental secretarial office, which will open a Purchase Request.

m) RECEPTION SERVICES AT EVENTS

Politecnico has entered into a contract with an external company to provide reception and assistance services to the public at events (conventions, congresses, conferences, workshops, Open Days, etc.), accompanying and guiding services for visits to research laboratories organised at Politecnico di Milano.

The active agreement details can be found at the following link:

<https://documentazione.intranet.polimi.it/come-fare-per/contabilita-e-acquisti/servizi-di-accoglienza-agli-eventi/>

Please contact the departmental secretarial office, which will open a Purchase Request.

✓ FURTHER TYPES OF EXPENDITURE

a) MEMBERSHIP FEES

It is possible to ask for reimbursement of membership fees (IEEE, ACM, OSA etc.). The first registration must always be advanced directly by the user. Renewals can be managed now by the administration with payment by bank transfer directly to the association. Still, nothing prevents the user from advancing the expense related to the renewal and then ask for reimbursement through Purchase Request by ticking "Provision expenditure reimbursement" method (attaching the receipt/invoice of the association and the credit card statement used by the user for the transaction).

Users who are entitled to reimbursement are teaching staff (Full Professors/ Associate Professors/Researchers), PTA staff, PhD students (the latter by charging the expense to doctoral funds).

In case of renewal, the departmental secretarial office opens a cumulative Purchase Request every year specifying the professors who have requested the renewal and the fund(s) involved. Then, the administration issues a single Order Form (BO) with a single cumulative invoice directly to the beneficiary association.

The necessary documents to be attached for reimbursement of membership fees are as follows:

- Receipt/Invoice
- Credit card statement used for the transaction so the exact amount can be reimbursed for a currency other than Euro.

b) CONFERENCE REGISTRATIONS

The Department is equipped with a company credit card in the name of the Department Manager, which is used mainly for registrations to Conferences/Conventions/Workshops/Summer Schools. To use this method, it is necessary to submit a mission assignment from the online mission portal and only after being authorised, the user must contact the administration (ref.: Dora Ivanof: Ph. 3630 - elizabet.ivanof@polimi.it) to formalise the registration and proceed with the payment.

If the user participates in a conference in virtual mode (online) without incurring travel and accommodation expenses, it is unnecessary to open a mission authorisation request. In this case, it is sufficient to open a Purchase Request, selecting the "payment by credit card" method and specifying the conference link. Once the request has been approved, the user will contact the administration (ref.: Dora Ivanof: Ph. 3630 - elizabet.ivanof@polimi.it) to formalise the registration and proceed with the payment. The same procedure should be used for registrations to conferences and conventions where the method is not by credit card but bank transfer.

Users who may request the use of a credit card for conference/convention registrations are the teaching staff (Politecnico Full Professors /Associate Professors/Researchers), PTA staff, PhD students, temporary research fellows and students.

The necessary documents or references to be attached for registration to Conferences/Conventions/Workshops/Summer Schools are the following:

- Event description: event name and link from which the programme can be downloaded
- Payment receipt
- Certificate of attendance (not compulsory, but recommended)
- If the expenditure is eligible for EU projects (RUEU projects), any references to the paper/presentation if it is a conference.

c) REPRESENTATION EXPENSES - ACCOMMODATION IN PARTNER HOTELS

i. Representation expenses:

As part of the research activity, it is possible to incur representation expenses at events or visits at our department/university. In these cases, a Purchase Request must be opened, enclosing a prior authorisation of expenditure signed by the Department Manager and the signature of the fund holder requesting the expenditure. PhD students or temporary research fellows can participate if they are directly involved in the

research. However, it is necessary to pay attention to the research project used to charge this type of expense because there may be limits/prohibitions in reporting. Therefore, in case of doubts it is advisable to check with colleagues in the Research FOU (ricerca-deib@polimi.it)

For catering, contact the Purchasing Office (ufficioacquisti-deib@polimi.it), which will provide the contact details of the catering companies selected by the University by a call for tenders.

Depending on the expense, it is possible to reimburse using the provision expenditure. This involves compensating the professor who incurred the expense. For much higher amounts, we will proceed with the issue of an Order Form (BO); in addition, the department administration has a list of affiliated restaurants that accept our BO.

For this type of expense, the professor will contact the department secretarial office to request a reservation at the identified restaurant or the catering organisation when using one of the companies identified by Politecnico that provide this type of service.

The necessary documents to be attached for the representation reimbursement expenses are as follows:

- Receipt/Invoice/Receipted invoice
- Authorisation request for representation expenses

ii. Accommodation expenses in partner hotels:

For events with external guests, it is possible to incur accommodation expenses charged to research funds. In this case, a Purchase Request must be opened, enclosing a prior authorisation of expenditure signed by the Department Manager and the holder's signature requesting the expenditure. Once the Purchase Request has been opened, the administration will issue an Order Form (BO) to the hotel providing the service; the Department's administration has a list of partner hotels that accept our BO. The Order Form (BO) is unnecessary when using a Politecnico di Milano residence, in which case payment will be made by transferring funds between internal Poli organisations.

For this type of expense, the professor will contact the departmental secretarial office to request a reservation at the Politecnico hotel or residence.

d) USE OF DEPARTMENT CREDIT CARD

The department credit card, which is used for registration in conventions/conferences, may be used to purchase research material by asking (via email) for specific authorisation from the Department Manager.

In this case, it is necessary to open a Purchase Request by selecting "payment by credit card" and specifying the supplier's link. Once the request has been approved, the user will contact the departmental purchasing office (ufficioacquisti-deib@polimi.it) to formalise the purchase and proceed with payment.

e) COST REIMBURSEMENTS

Under art. 32 of the General Regulations for Administration, Finance and Accounting, the Department Manager has a cash fund (or provision expenditure) for the payment of expenses for the purchase of goods

or services of insignificant value, necessary and urgent to meet the immediate needs of teaching staff or their colleagues in carrying out their research activities.

The maximum daily limit for these expenses is € 100, which may be extended up to € 400, subject to authorisation by the Department Manager. Please note that splitting a purchase order to stay within the daily limit is not accepted.

Users who need to advance petty expenses may request reimbursement within three months from the end of the financial year the expense was incurred. The refund request may be made in cash, by bank transfer to the user who incurred the cost or by bank transfer to the supplier.

Invoices paid in cash must be duly receipted and made out to the person who incurred the expense.

Reimbursement is allowed for receipts or tax receipts issued by the seller.

For online platform purchases (e.g. **Amazon**), the reimbursement request must be accompanied by:

- Order details
- Payment receipt
- Transport document, if any
- Copy of the credit card statement used for the transaction (in the absence of the receipt).

For purchases which use the provision expenditure, the shipping address must be that of the DEIB (Building 20 - Via Ponzio, 34/5 - 20133 - Milan) or the addresses of the laboratories located in the various DEIB premises within the University.

For reimbursement requests (through the provision expenditure) the Purchase Request application ("Purchase Requests" - available in the online services of the University intranet: administration> departmental purchase requests) is used, entering the following data:

- Subject: COST REIMBURSEMENT
- Description: enter details of material purchased
- Type of goods: select the type of goods
- Fund holder: select the fund holder
- Reimbursement: tick flag
- Reimbursement method: select "bank transfer" method

In the documents section, it will be possible to attach the scans of the receipts/invoices for which the reimbursement is requested (***send the originals of the receipts only to the administration by internal mail to the attention of Ms Dora Ivanof referring to the number of the open Purchase Request***).

The fund holder must authorise the Purchase Request.

The administration will reimburse by bank transfer to the applicant. If the transfer recipient is a person other than the applicant, specify in the field DESCRIPTION the person's name to be reimbursed.

When reporting small expenses incurred by the department staff, the invoice should be made out to the Department under the Split Payment regime (for Italian suppliers) specifying the project code (CUP) or other wording required by the project funder, under penalty of ineligibility of the expenditure in the report. For any doubt, please check with the administration (ref: Salvatore Palermo - Ph.3432 - salvatore.palermo@polimi.it). The same applies to foreign suppliers, requesting the issue of an invoice without charging foreign VAT by providing our VAT number preceded by the initials IT.

✓ **OTHER AGREEMENTS AVAILABLE**

Other agreements are available, including bus rentals, certification of financial statements, accredited photographers and postal services.

These agreements can be consulted at the following link:

<https://documentazione.intranet.polimi.it/come-fare-per/contabilita-e-acquisti/>

(Please note that among the agreements listed on the above webpage, DEIB has not signed the one for "Travel and ticketing")