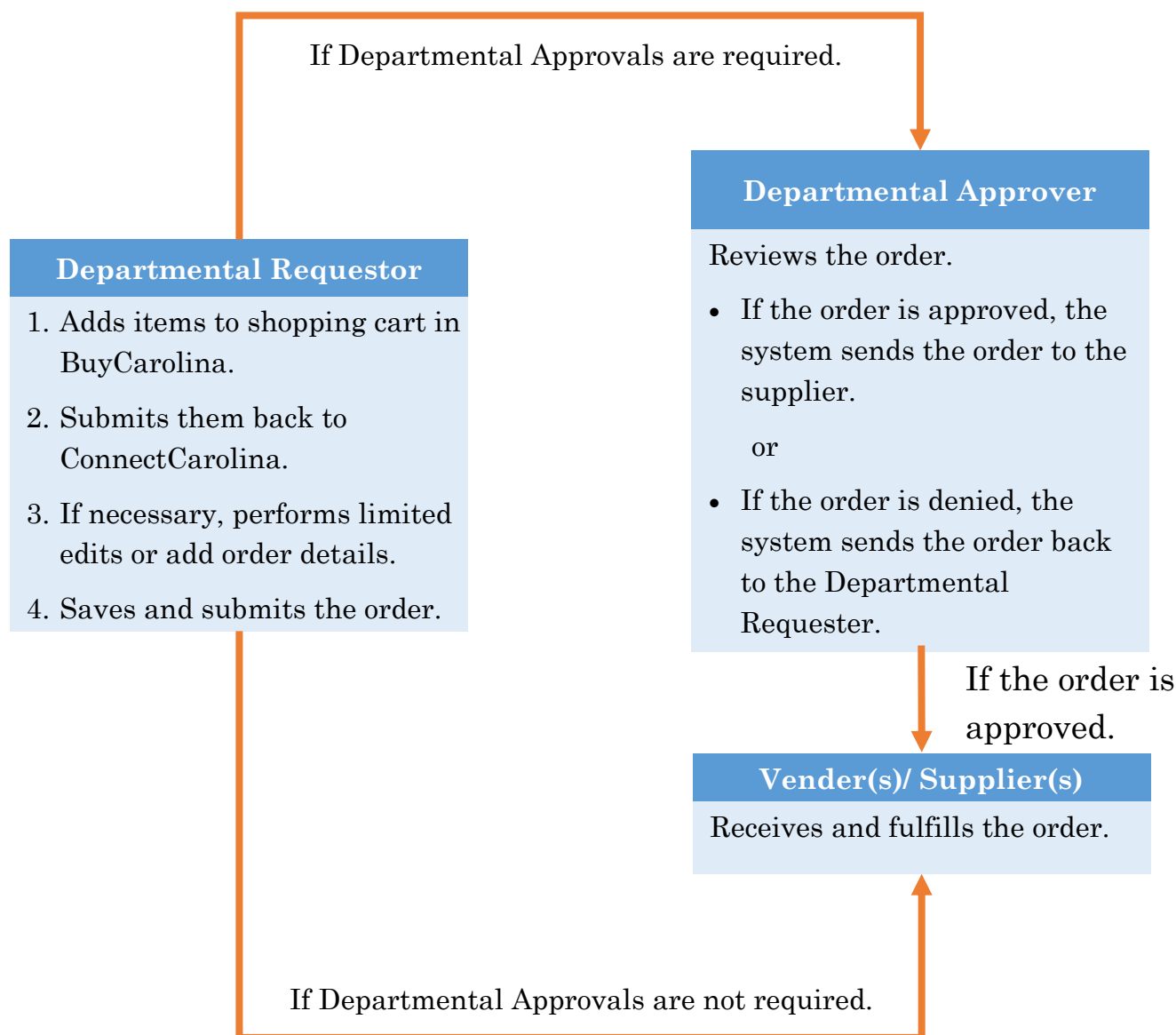## Which purchasing method should I use to place an order?

Before making a purchase, use the [Purchasing Method Decision Tree](#) to help you identify which purchasing method (e.g., BuyCarolina, P-Card, Purchase Order, Campus Voucher) is most appropriate for each purchase you make.

BuyCarolina Order Process Overview

If Departmental Approvals are required.

Departmental Approver

Reviews the order.

- If the order is approved, the system sends the order to the supplier.

  or

- If the order is denied, the system sends the order back to the Departmental Requester.

Departmental Requestor

1. Adds items to shopping cart in BuyCarolina.

2. Submits them back to ConnectCarolina.

3. If necessary, performs limited edits or add order details.

4. Saves and submits the order.

If the order is approved.

Vender(s)/ Supplier(s)

Receives and fulfills the order.

If Departmental Approvals are not required.

Purchase Requisition Process Overview

Departmental Requestor

Creates a requisition and submits it for approval.

Departmental Approver

Reviews the requisition.

- If the requisition is approved the system sends the requisition to the purchasing agent.

  or

- If the requisition is denied, it is sent back to the

Purchasing Agent

Based on the items required and purchasing rules, the purchasing agent does one of the following:

1. Creates a purchase order (PO) which references a State/UTC contract.

2. Creates a PO which references the purchase requisition.

3. Sends noncompetitive bid to a supplier, enters the response, and sends the PO to the supplier.

4. Creates a competitive bid document, evaluates responses, and awards the order to the winner supplier.

Purchasing Director

Reviews the purchase order.

Supplier

Receives and fulfills the purchase order.

Departmental Requestor

Creates a receipt for goods sent to the department.

Departmental Requestor

Creates a receipt for goods sent to the warehouse.

Inspector or Buyer

Inspects goods, if inspection is required, and records results.