



Sveriges lantbruksuniversitet
Swedish University of Agricultural Sciences

GOVERNING DOCUMENT

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Policy and guidelines for purchases at SLU

This translated document refers to “Policy och riktlinjer för inköp vid SLU” (SLU ua 2019.2.4.4-280) and appendix “Anvisningar för inköp vid SLU” (SLU ua 2019.2.4.4-981), dated 16/04/2019.

Target group

Decision-makers, purchasers and others administrating/conducting purchases at SLU.

1. Introduction

SLU has an obligation to carry out purchases business-like and cost-efficient, within the framework of the law.

All purchases made at SLU must comply with the Swedish Public Procurement Act (LOU), and guidelines and directions that have been set for purchases at SLU.

1.1 Aim

The aim of the policy and the guidelines is to provide coherent regulations for all departments and units. The aim is also to ensure that external regulations are respected, that all purchases are made in a business-like manner, and that competition is utilised and promoted in the long term.

2. Policy for SLU purchases

Purchases at SLU are to be made based on usefulness, cost-efficiency, professionalism, lawfulness, environment and coordination.

- All purchases are to be characterised by a holistic view, and with consideration for their benefit to the university as a whole.
The general needs of the university, as well as the specific needs of the case in question, are to be considered in the purchasing process, in both the short and long term.
- Purchases are to be made of the right products and services, at the right quality and price, with the most beneficial long-term conditions.
- Purchases are to be characterised by considerations of the total costs, and make use of the available competition opportunities.
- University representatives are to act impartially and ethically correct. A business-like manner and professionalism must characterise all purchasing activities.
- Purchases are to be lawful, and made in accordance with internal instructions. All orderers within the university must keep up-to-date with the university guidelines and directions for purchasing. The overarching goals and policies established by the university are to be considered in all purchases.
- Purchases are to be coordinated wherever possible, when it adds value for the university as a whole.
- Purchases are to be characterised by environmental considerations, according to the SLU environmental policy.

- The purchasing organisation of the university is to collaborate at all levels, in order to be effective – strategically, tactically and operationally – and help to fulfil purchasing goals, increase cost awareness and strengthen the university control of the purchasing process.

3. Guidelines for purchases at SLU

Purchases at SLU cover the entire process from need to delivery. This includes purchases, leases, rentals or lease-purchases of products and services.

Before any purchase, a check is made to see whether there is a framework agreement to use. Framework agreements are to be used wherever available. There are framework agreements on a local level for SLU as well as government framework agreements.

For purchases above the direct procurement threshold, a procurement process must be completed, unless there is already a framework agreement.

Purchases at SLU are to be environmentally friendly, meaning that environmental requirements are to be set, where this is possible and relevant to the purchased product/service, and in proportion to the value of the order.

All agreements, with the exception of single purchases, must be reconciled with the purchasing and procurement unit.

3.1 Purchasing organisation

The head of financial administration is responsible for ensuring a professional purchasing organisation at the university, supported by a purchasing and procurement unit within the university administration, which contributes to an effective and quality-assured purchasing process.

3.2 Procurement

The purchasing and procurement unit is to be contacted in good time before any procurement above the direct procurement threshold takes place. The following regulation applies to the procedure:

- Procurements of framework agreements are to be conducted by the purchasing and procurement unit, with the exception of procurements for framework agreements relating to construction contracts, which may be conducted by the Division of Estate Management. If possible, the framework agreement is to be procured so that it can be utilised by the whole university.
- Procurements above the threshold value are to be conducted by the purchasing and procurement unit, with the exception of procurements for construction contracts, which may be conducted by the Division of Estate Management.

3.3 Direct procurement

Direct procurement is carried out by the department/unit. Direct procurement may only be used if the value of the procurement is low, or for cases where the prerequisites for negotiated procedure without prior advertising are fulfilled (referred to in Chapter 6. 12-19 §§ LOU) or if there are special reasons.

3.4 Orders

All orders must be made in the e-commerce system, with a few exceptions; see “Directions for purchases at SLU” for more details.

Orderers and authorisers must have undergone training on the e-commerce system, as well as applicable purchasing regulations, to obtain authorisation to use the system.