

Purchasing

All Metropolia IT products are tendered, and the products are ordered from tendered providers: Atea, Dustin and Telia.

IT Services is in charge of IT purchases, installations and maintenance.

Tool purchases and other IT purchases are best taken care of by filling a form at <https://hankintalomake.metropolia.fi/>. An IT purchase request must be made of all IT purchases irrespective of the funding of the purchase or the specifics of implementing the purchase.

An invoice cannot be authorized by the person who ordered the purchase the goods or service. An authorizing person is assigned for each area of responsibility.

Proactively purchasing goods covered by the agreement from other providers is considered a breach of contract and can in the worst case lead to legal actions. In breach of contract cases the liability rests with the person who proactively ordered the goods.

If needed, alternative providers can be discussed with IT Services' procurement team.

- [Prise Lists](#)
- [Product Specific Instructions for Ordering](#)

Hankinnat