ARCHIVED SERVICE STANDARDS

Purchasing Directorate

Historical English translation of an older Turkish document. This is not a current service commitment or application guide. Staffing, contact details, requirements and completion times may have changed. Confirm everything with the relevant unit before acting.

Original Turkish PDF: https://totm.inonu.edu.tr/dosyalar/file/10.pdf

Procurement services

SERVICE	SOURCE REQUIREMENT / PROCESS	STATED TIME
Tender procedure	Department needs list, request in the automation system, warehouse project planning, technical specification, and purchase under Law No. 4734.	2 months
Direct procurement	Department needs list, automation request, technical specification, and purchase under Article 22 of Law No. 4734.	3–7 days
Advance purchase	Request, sample of the material, and approval of the Purchasing Commission.	1 day
Estimated cost	Automation request, needs list, technical specification, and pro-forma invoices from companies.	10 days
Single-lot or lot-based orders	Tender file and departmental order form.	15 minutes
Storage and issue of purchased goods	Material order form and invoice; issue to a department or patient when required.	1 hour

Historical contacts in the original

Historical first contact: Ahmet DEMİRHAN, Purchasing Director, 0422 341 06 60–70 ext. 2300. Historical second contact: Asst. Prof. Dr. Dinçer ÖZGÖR, Deputy Chief Physician, ext. 1608.

Translation prepared 27 September 2026 for archival reference. In case of any difference, consult the linked Turkish original. For present-day procedures, contact the relevant hospital unit.