HOW PURCHASING WORKS THROUGH THE RSU INK

A GUIDE FOR RSU PROJECT PARTICIPANTS

RSU

KEY PRINCIPLE:

Purchasing follows an official process
Participants do not buy items themselves
All purchases are made by RSU

You do not buy it yourself –

RSU handles all official purchases!

WHAT IS THE PROCESS?

Follow these steps – from market research to procurement outcome

STEP 1: MARKET RESEARCH

✓ Product or service link
✓ Supporting evidence
✓ Price survey or quotes
✓ At least 3 suppliers or historical price data
✓ Exclusivity justification, if applicable

Examples:
Online store links
Official supplier quotes
Comparison screenshots

STEP 2: RSU PROCUREMENT PROCEDURE

✓ After market research is submitted, RSU runs its official procurement procedure
✓ RSU purchases the required item or service on behalf of the project
✓ Participants do not make any payments themselves

Example:
Submit a link to the product page, three supplier quotes, and a brief explanation of why this specific solution is needed for the project. Include all required documents.

RSU can only procure certain items. Check eligibility: inkubators@rsu.lv

STEP 3: PROCUREMENT OUTCOME

✓ The offer you found is not guaranteed
✓ RSU may provide an alternative through its own procurement process
✓ The final price may change
✓ RSU makes the final purchasing decision

Note:
- **Your preferred supplier**
- **may not be selected**
- **Final cost depends on RSU procurement**
- **Be prepared for alternative solutions**
- **Plan your timeline accordingly**

MOBILITY

✓ Mobility arrangements are handled through Averoja
✓ Do not book travel independently
✓ For participants only
✓ Must be directly linked to the project

Examples:
Flight and hotel bookings for project-related travel
All arranged via Averoja

WHAT YOU MUST NOT DO

- **Paying from personal funds**
- **Purchasing from non-approved suppliers**
- **Submitting receipts for reimbursement**
- **Booking travel independently**
- **Buying items yourself**
- **Skipping the market research step**
- **Any purchase without prior RSU approval**

HOW TO SUBMIT YOUR MARKET RESEARCH

Each item in the budget must have documented price evidence and justification.

1 STEP 1: MARKET RESEARCH

Collect at least 3 supplier quotes or price comparisons. Include product links, screenshots, or official quotes as supporting evidence.

2 STEP 2: SUBMIT TO RSU

Submit your market research and budget form. RSU reviews the information and initiates the procurement procedure.

3 STEP 3: WAIT FOR OUTCOME

Do not purchase anything before RSU completes its process. The final supplier and price are determined by RSU procurement. Your original quote may not be the final outcome.

Questions? Contact the RSU Business Incubator team: inkubators@rsu.lv