



I would like to purchase a device

Orientate on equipment and choose equipment you would like to purchase

Equipment costs more than €50.000,-

A public tender is obligatory

Contact Maastricht University Facility Services, purchase department. They will lead the purchase process

Equipment costs between €2.500,- and €50.000,-

DMU (DECISION MAKING UNIT)

Contact Instrument Services via: 043 38 83456/ 043 38 81295 to set up a DMU

Discussions with the DMU take place. A DMU is a group of people who make decisions regarding the purchase process and the purchased equipment. The size of a DMU can vary.

The result is a quotation provided by the supplier of the equipment

Equipment costs less than €2.500,-

Safety or environmental risks are present or the equipment will be in contact with test subjects (human or animal)

Registration obligation

No safety and environmental risks are present and the equipment will not be in contact with test subjects (human or animal)

REGISTRATION

Fill in **Form B**

Instrument Services will contact you

Together with Instrument Services safety and maintenance will be organised (**Form C** will be filled in). This completes the registration

The applicant will place the order of equipment with purchase department

No registration obligation

I would like to register my equipment nevertheless

INSTALLATION

The installation of equipment will be organised by Instrument Services

I do not want to register my equipment

Make sure all requirements prior to installation are executed

DONE!
The process is completed for now. Depending on your agreement with Instrument Services and encountered issues, maintenance or repairs possibly will take place over time.