Customer identifies need for goods, services or works purchase

Obtain outline budget approval and / or business case approval (if required)

Is the contract for IT hardware or software?

Y Contact UoD IT

N Existing UoD contract in place?

Y Use existing contract

N Is there a suitable framework in place?

Y

Is the value greater than £50k?

Y

What is the total value of the requirement?

£0 - £5k

£5k - £50k

£50k+

N View Buyers Guide to establish if framework is suitable and determine call-off rules

Agree most appropriate route with end user; Direct award (ranked or desktop evaluation), mini-competition etc.

Action as per agreement with end user; Direct award (ranked or desktop evaluation), mini-competition etc.

See Appendix 1

Issue award / unsuccessful letters

Raise Purchase Order

Whats is the total value of the requirement?

>£50k

£5k - £50k

£0 - £5k
<table>
<thead>
<tr>
<th>Is the requirement...</th>
<th>£0 - £5k</th>
<th>£5k - £50k</th>
<th>&gt;£50k</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Process A</strong></td>
<td>Obtain single quote by email</td>
<td>Obtain at least 3 quotes by email</td>
<td>Contact Procurement</td>
</tr>
<tr>
<td><strong>Process B</strong></td>
<td>Review quotes to ensure Value for Money</td>
<td>Inform suppliers of outcome by email</td>
<td></td>
</tr>
<tr>
<td>Ensure quote meets expectations</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- • Request for Procurement Action (RfPA)

Raise Purchase Order