

Supply arrangement purchasing



*Under \$500,000 ex GST – a purchasing delegate **must** conduct or oversee any purchases. Contact your local purchasing delegate for support and assistance. Over \$500,001 ex GST – contact Procurement Services. Arrangements via direct order do not require quotes to be sought or evaluated.*

- Determine requirements (specification) of products or services to be purchased.
 - Confirm permission and budget availability with [financial delegate](#) (written or verbal).
 - Review supply arrangement specifics for suitability.
 - Follow the buyers guide instructions for the specific arrangement.
 - Complete a [purchasing exemption](#) (if required).
 - Ensure [conflicts of interest](#) relating to purchasing are disclosed.
- Finalise requirements ([specification](#)) of products and services to be purchased.
 - If required, seek quotes in accordance with the supply arrangement buyers guide using:
 - arrangement specific template (if available)**Or**
 - [request for quote – supply arrangement](#).
- Enlist minimum number of [evaluators](#) required based on value of the purchase.
 - In accordance with the supply arrangement buyers guide, evaluate quotes using:
 - arrangement specific template (if available)**Or**
 - [record of evaluation – supply arrangement](#).
 - Obtain purchasing or procurement delegate approval.
- Obtain financial delegate approval.
 - Advise supplier of intention to accept quote and confirm availability.
 - Accept quote or place order following supply arrangement instructions, using any arrangement specific templates (if applicable).
 - Establish payment method e.g. purchase order, in accordance with supply arrangement.
 - Notify [unsuccessful suppliers](#) and offer feedback.
- Determine most appropriate [contract management approach](#).
 - [Manage the contract](#) including any variations, to ensure deliverables are achieved.
 - Make payment in accordance with supply arrangement.
 - Once complete, conduct [contract close out](#) activities.
 - [Retain documentation](#) in accordance with departmental requirements.
- [Contract Management Training](#) is available, if required.