Procurement Process Flow Chart

Customer identifies need for goods, services or works purchase

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

Does your requirement involve any of the following activities?

No

Yes

IT hardware or software purchase? Raise Helpdesk call on Help4U

Modification to the estate or building fabric? Estates and Campus Services | University of Dundee

Use of information or data? Information Governance | University of Dundee

Is the requirement...		
£0 - £25k	£25k - £50k	>£50k
Process A	Process B	Process C
Existing UoD contract in place? Check Contract Library	Existing UoD contract in place? Check Contract Library	Prepare Statement of Requirements or Specification document
Is there an appropriate framework in place? (Contract Library)	Is there an appropriate framework in place? (Contract Library)	Complete Request for Procurement Action (RfPA)
Obtain single quote by email: • The University's Terms and Conditions apply to all quotes. • Acceptance of the Sustain Supply Chain Code of Conduct is mandatory for all suppliers. • Request copies of relevant insurance certificates if appropriate. The purchaser must demonstrate that they have achieved Value for Money. You must be: • confident that the price/cost is competitive and reflects what the cost might be if further quotes were received; and • confident that the price is fair based on previous experience or market/product research.	Request at least 3 quotes by email: • The University's Terms and Conditions apply to all quotes. • Acceptance of the Sustain Supply Chain Code of Conduct is mandatory for all suppliers. • Request copies of relevant insurance certificates if appropriate. The purchaser must demonstrate that they have achieved Value for Money. You must be: • confident that the price/cost is competitive and reflects what the cost might be if further quotes were received; and • confident that the price is fair based on previous experience or market/product research. The purchaser can request quotes by email using an item list or briefing document detailing your requirement. All suppliers should be granted a fair opportunity. Inform suppliers of outcome by email.	Contact Procurement Team

Requisition in OneUniversity.
Quote Contract or Framework Reference on all requisition lines.