**A GUIDE TO THE CORRECT PROCUREMENT ROUTE – FOR PROFESSIONAL SERVICES ONLY**

Do you have a budget code for the planned expenditure?

Contact your Budget Holder for account code.

**NO**

**YES**

NO – Submit a New Supplier Request Form. [Click Here](https://intranet.birmingham.ac.uk/finance/procurement/New-Supplier.aspx)

Check if an Approved Supplier exists for your requirement and consider the anticipated spend. [Click Here](https://intranet.birmingham.ac.uk/finance/procurement/I-need-to-buy-something/Approved-Suppliers.aspx)

Up to £500 Consider using Purchase Card.

£501 - £5,000 Obtain a written Quotation.

£5,001 - £10,000 At least 3 competitive written quotes or Quote with Single Source Approval for non-contracted Suppliers.

£10,001 - £25,000 At least 3 competitive written quotes or Quote with Single Source Approval for non-contracted Suppliers.

£25,0001 - £181,302 PLEASE SPEAK TO PROCUREMENT FIRST. Required at least 3 competitive written quotations against a formal request for Quotation process, or at least 3 Tenders against a formal invitation to Tender process or Single Source Approval. Express Written Contract signed by Head of Procurement.

Above £181,302 MUST CONSULT WITH PROCUREMENT. Competitive Tender Process in compliance with the Public Contracts Regulations 2015.

**Yes**

Supplier is Internal or payment is required by [Purchase Card](https://intranet.birmingham.ac.uk/finance/documents/public/PcardCardholder-Manual.pdf)

**Yes**

Supplier NOT on E-Marketplace

**Yes**

Supplier Catalogue on E-Marketplace

[Click Here](https://intranet.birmingham.ac.uk/finance/documents/public/Current-suppliers.pdf)

For an [Internal Order](https://www.proactis.bham.ac.uk/Secure/PROACTISLogon.asp) raise the Purchase Order on Proactis using the Internal Order Template.

For Purchase Card complete a Purchase Order Requisition Document **(PORD)** in fulland send by email to Procurement-Hub-Orders@contacts.bham.ac.uk attaching any supporting documentation i.e. quotation etc.

Complete requisition on Proactis using [the Non-Marketplace](file:///%5C%5CMDS%5CUSER%5CA-F%5Cfernandp%5CDesktop%5CNMR%20Instructions%20%282%29.docx)Template.

Requisition turns into an order once authorised and consolidated. ***NB: Send Delivery Note to Procurement Hub asap.***

Complete requisition on Proactis using the General [E-Marketplace](https://intranet.birmingham.ac.uk/finance/documents/public/NMR-Instructions.pdf) Template.

Once authorised, Procurement Hub will assess the order on Proactis and email the purchase order to the Supplier and Cc the End User. Keep Procurement Hub informed of any issues and **send any delivery notes or invoices received to the above mentioned email address asap.**