

## The Procurement Process

### 1. Get Prices

- Find a quote for your items (Or feel free to ask the Procurement Team for help with this)
- It is best to use a website rather than a printed catalogue to ensure the prices are up to date
- Some prices may already be set - e.g. Martin Luck
- For some bespoke orders you may need to phone or email the company for a quote - remember to get a quote reference number - **Please don't place the order at this stage (This includes coaches and hire cars!)**

### 2. Complete Order Form

- All orders need to be processed on the template order form (With the exception of IT orders which should go via ITS)
- This ensures that VAT is calculated correctly
- Please use one order form per supplier
- Remember to complete all of the details at the top of the form, and don't forget to include any delivery charges - **Including the Cost Centre / J Account number**

### 3. Authorised orders sent to Procurement

- Email your completed order form to your line manager, who will forward it to the authoriser.
- Authoriser will then forward the request to [procurement@cityplym.ac.uk](mailto:procurement@cityplym.ac.uk) **Please add only one order form per email - Urgent orders should be marked with URGENT at the start of the subject line**

### 4. Orders Processed & PO sent to Supplier

- The Procurement team will process the order- **We aim to do this within one working week**
- If necessary, new suppliers will be set up on the system
- In limited circumstances credit card purchases can be made for online orders
- The Procurement team will CC in the requester **Based on information included on the order form**
  - *Please note, any orders which go over budget will be automatically checked by management accounts*
  - *Any orders over £1000 in value must be approved by Nicola Cove*

### 5. Goods / Services Delivered and checked

- When delivery is made, please ensure that all items on the delivery note have been included
- If there is anything missing please alert the supplier and the procurement team right away

### 6. Receipt confirmed to Procurement

- When you are happy that the items have been received, please confirm receipt to Procurement.
- This can be via:
  - Bringing the delivery note down to the office and placing it in the delivery notes tray
  - Putting the delivery note in the internal post marked for Procurement
  - Scanning the delivery note and emailing it to [procurement@cityplym.ac.uk](mailto:procurement@cityplym.ac.uk)
  - Emailing confirmation to [procurement@cityplym.ac.uk](mailto:procurement@cityplym.ac.uk) : **Please include the order number!**

### 7. PO matched to invoice

- Once the invoice is received this will be processed and matched to the PO number
- Providing there are no queries, the invoice will be paid within 1-2 months
- If receipt has not been confirmed when the invoice arrives, the Procurement team will chase the requester