End-to-End Purchasing Process

1. Check the UTS Buying Guide if a UTS Preferred Supplier exists.

2. If a preferred supplier exists, use the preferred supplier. If you don’t wish to use the preferred supplier you need to obtain CFO approval to use a non-preferred supplier.

3. Where a UTS preferred supplier does not exist, contact the requisite number of suppliers for a quote (according to the thresholds outlined in the Procurement Policy).

4. Select the best quote and check if the supplier exists in the system (if not, submit a supplier request form and wait for supplier to be set up – usually within a day).

5. Create a purchase requisition in iProcurement.

6. Obtain approval of the PO. Note: this gives you authorisation to expend UTS funds and to commit a purchase with a supplier on behalf of UTS.

7. Provide the supplier with this PO to commit the order.

8. Receive goods from the supplier.

9. Receive invoice from the supplier.

10. Receipt the goods/services in iProcurement to match invoice. Forward tax invoice to Accounts Payable by email.

11. Accounts Payable pay invoice.