### HOW DO I BUY? (Buying reference guide)

#### START HERE

**Is there a UNSW supplier capable of providing the specific category of goods or services?**

- **YES**
  - Buy from catalogues in place or UNSW supplier must be engaged directly. There is no need to obtain any additional quotes
  - UNSW credit card should not be used
  - For bulk buying or purchase above $350,000, engage Procurement as there could be additional opportunities to leverage from UNSW suppliers

**NO**

**Is there a UNSW panel supplier capable of providing the specific category of goods or services?**

- **YES**
  - UNSW panel suppliers (applicable for all panels except UNSW panel suppliers for building contractors and major construction works – see next section)
    - Between $0 to $350,000 = minimum 1 written quote from 1 supplier from the panel
    - Between $350,000 to $1M = minimum 3 written quotes from 3 different suppliers from the panel obtained via an RFQ process
    - More than $1M = sourcing activity with all suppliers from the panel or other strategy approved by Procurement

- **NO**

**Are the goods and services likely to cost less than $3,000?**

- **YES**
  - No written quote but written evidence of price (e.g. screen snapshot, email) required
  - UNSW credit card may be used

- **NO**

**Are the goods and services likely to cost between $3,000 to $50,000?**

- **YES**
  - Minimum 1 written quote which represents best value for money is required
  - Credit cards may be used for training, conferences and travel payments subject to expenditure pre-approval as indicated in the [Credit Card Procedure](#)

- **NO**

**Are the goods and services likely to cost between $50,000 to $350,000?**

- **YES**
  - Minimum 3 written quotes or exemption approved by the relevant financial delegate within your reporting line for independent review and approval

- **NO**

**Are the goods and services likely to cost more than $350,000?**

- **YES**
  - Open sourcing activity or other strategy approved by Procurement

- **NO**

#### All amounts are exclusive of GST

- The amount must be estimated cost over the proposed term (including all extensions if applicable) of the engagement including supply, freight, installation, implementation, training and ongoing service, support and maintenance; this is not a cost per annum. The amount must not be divided into separate transactions for the purpose of bringing it below the threshold value.

- Use the [Procurement Decision Tool](#) to confirm next steps and assess risk and complexity

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