

Department has a **purchase need.**

Determine whether the need can be fulfilled by:

Existing Contracted Supplier
Refer to [Suppliers](#) to find out more about Procurement commodity Suppliers.

Inhouse
Contact the relevant in-house department regarding your requirement.

New Supplier required to fulfil Need.

Determine the whole life cost (ex VAT) of your requirement over the total length of period you require the supplier to fulfil the need.
Spend must not be disaggregated.

Below £500 and One Off
If you have access to a P-Card, and the supplier accepts payment by this method, you are able to use your P-card to purchase.

Below £10,000
1 quote to be obtained (It is advisable to obtain 2 quotes for comparison and to ensure value for money).

Please refer to Guidance on [Purchases below £10,000](#).

Between £10,000 - £50,000
3 competitive quotes must be obtained on a like for like basis to demonstrate value for money.

Over £50,000
Contact the Procurement department ([Meet the Team](#)). Procurement will provide expert advice and a pragmatic approach to fulfil your requirement by securing best value in a compliant and commercially protected way.

Please refer to Guidance on [Tendering for Purchases over £50,000](#)

Once you have obtained your quote(s), you will need to check the Agresso finance system to see if the selected supplier is already set up. You must NOT engage a supplier without issuing a Purchase Order to the Supplier. Queen Mary [Terms and Conditions](#) will be applicable to the purchase. If the supplier requires Queen Mary to sign up to alternate terms, these will need to be reviewed by Procurement and signed by the appropriate authorised signatory ([Scheme of delegation](#)).

Supplier already set up on Agresso
Raise a requisition and attach the quote(s) obtained as supporting evidence. Failure to do this will result in delays in generating a Purchase Order.

Supplier is not on Agresso – Further information on How to set up a new supplier on Agresso can be found on [New Supplier Request](#)
Once your new supplier has been set up, you will now need to raise a requisition in Agresso to generate a Purchase Order.