How to Find the Right Supplier – Up to £25,000

The Decision Tree below should be used to identify the correct supplier selection process for your needs to a maximum value of £25,000. For purchases that are likely to exceed this amount over their lifetime (or over a 4-year period if this is not easily defined), please contact Procurement.

1. **Is the Purchase value < £5K?**
   - Yes: Is there an existing supplier on the Finance System?
     - Yes: Raise a PO using Existing Supplier
     - No: If using new supplier, will they take a card payment?
       - Yes: Use Purchasing Card
       - No: Request payment details for non-approved supplier requisition
2. **Is the Purchase value < £25K?**
   - Yes: Is there an existing supplier on the Finance System with a contract in place for your requirement?
     - Yes: Raise a PO using existing Supplier
     - No: Seek 3 written quotations including any appropriate suppliers already registered on the Finance System
3. **If purchase is > £25K, request Procurement support from rt-finance-servicedesk@Sussex.ac.uk**
   - Yes: Raise a PO using existing Supplier
   - No: Request new Supplier setup
     - Yes: Raise a PO using new Supplier