Purchase Requisition Flowchart

Legend:
- FA & S
- FS Hub
- Approver
- Vendor
- Procurement
- School/Directorate

Flowchart content:

Purchase Request initiated and budget approval *Ref 1.0

Does a vendor exist in myFinance? *Ref 1.1 — NO → Is there an existing vendor offering similar supply? *Ref 1.3 — NO → Is this a 'One Off' purchase? *Ref 1.4 — NO → Request quote(s) >$ 0-$50K = 1 quote >$50K-$350K = 3 quotes >$350K+ = Tender Contact Procurement for RFT advice *Ref 2.0 → Submit New Vendor Application for accepted quote (Note 1.) *Ref 2.1 → New vendor added to myFinance becomes Approved Supplier *Ref 2.4

Is there an existing vendor offering similar supply? — YES → Select an existing vendor. New vendor will not be processed *Ref 1.2

Is this a 'One Off' purchase? — YES → Request quote(s) >$ 0-$50K = 1 quote >$50K-$350K = 3 quotes >$350K+ = Tender Contact Procurement for RFT advice *Ref 1.5 → Complete IWT, EFT or Cheque Request form including a tax invoice from vendor → Payment made via IWT/EFT/Chq/FS Hub Purchase Card

Request quote(s) >$ 0-$50K = 1 quote >$50K-$350K = 3 quotes >$350K+ = Tender Contact Procurement for RFT advice *Ref 1.5

Goods Required ← → Services Required

Goods Required → Is vendor a Sole Trader providing Goods — NO → Requester raises requisition in SWL. Use Free Format for all non-catalogue vendors (Note 2.) *Ref 3.2
Is vendor a Sole Trader providing Goods — YES → Contact FS Hub for further advice

Services Required → Is this an Education, Research or Artistic/Entertainment related supply? — NO → Is vendor a Sole Trader offering other contract services? — NO → Requester raises a Free Format Requisition in SWL (Note 2.) *Ref 3.2
Is vendor a Sole Trader offering other contract services? — YES → Contact FS Hub for further advice

Is this an Education, Research or Artistic/Entertainment related supply? — YES → Is vendor a Sole Trader? — NO → Has Contractor been assessed as IC for current year? — NO → Arrange for IC Determination Assessment to be completed → Assessed as IC? — NO → Must be engaged via Payroll Contract
Assessed as IC? — YES → Complete Contractor Engagement

Is vendor a Sole Trader? — YES → Must be engaged via Payroll Contract

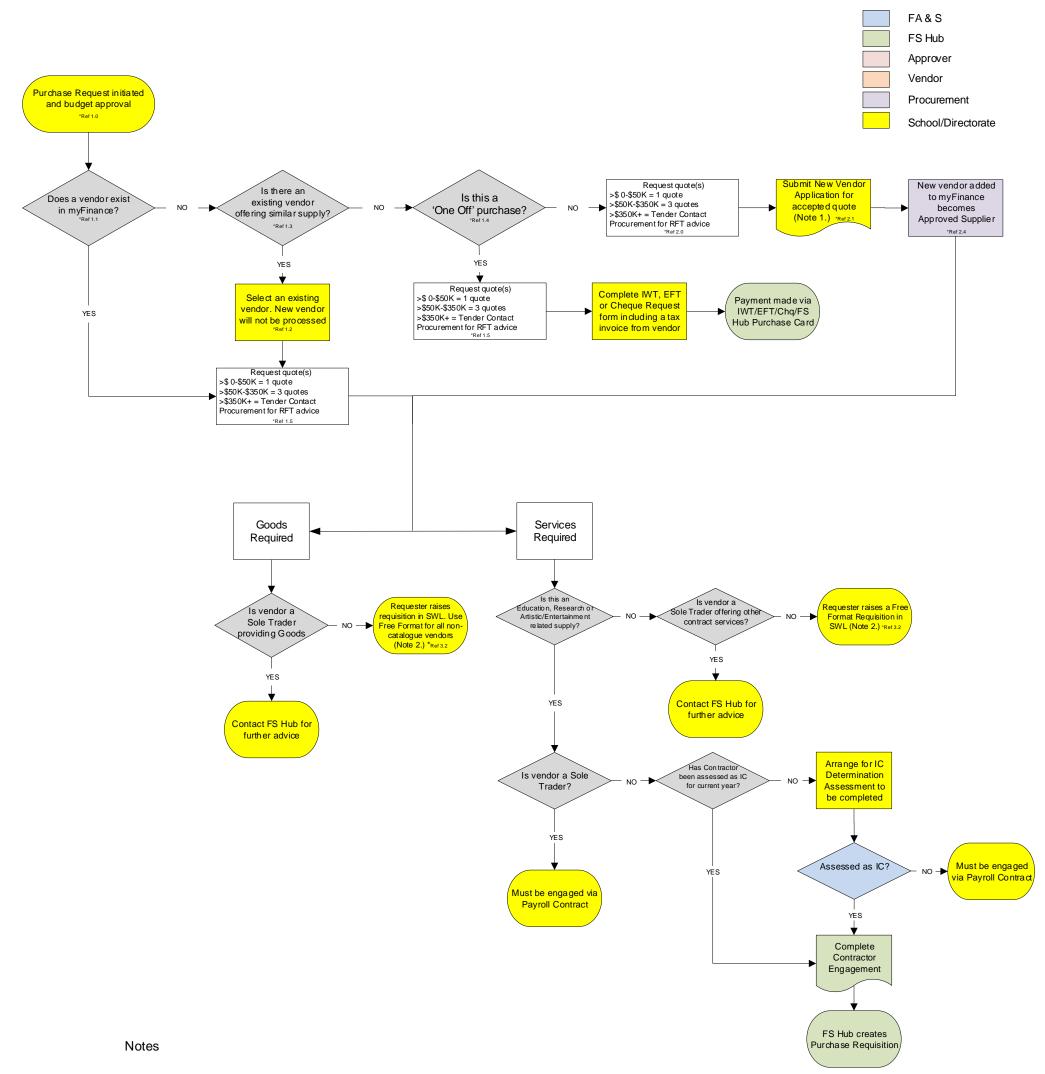Has Contractor been assessed as IC for current year? — YES → Complete Contractor Engagement → FS Hub creates Purchase Requisition

Notes

1. Finance Forms located Finance > Finance Forms > Accounts Payable and Receivable

2. Refer to myFinance/SWL Purchase Requisition System Flowchart

3. *Refer to Purchasing and Accounts Payable Process Steps

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