




















Principle method  Second method  third method 

Category	Jaggaer e-marketplace	I-procurement punchout	i-procurement smartform	i-procurement free description non-catalogue	Virtual credit card	Expenses
Laboratory consumables						
Laboratory equipment under £10,000						
Capital equipment						
Travel						
Temporary staff						
PCs and laptops						
Software						
Office supplies						
Couriers						
IT consumables						
Mechanical/ electrical/ workshop consumables						
Furniture						
Contracted out services						

Car hire						
Conference bookings						
Internet transactions						
Low value items from new suppliers (one-time requirement)						
Low value items from new suppliers (regular requirement)						
Goods under £100 not available from an existing supplier						