

## Ordering method matrix

Laboratory Consumables	Principle method of ordering: Jaggaer e-marketplace Second method of ordering: i-procurement punchout Third method: i-procurement free description non-catalogue
Laboratory Equipment under £10,000	Principle method of ordering: Jaggaer e-marketplace Second method of ordering: i-procurement punchout Third method: i-procurement free description non-catalogue
Capital Equipment	Principle method of ordering: i-procurement free description non - catalogue
Travel	Principle method of ordering: i-procurement punchout
Temporary Staff	Principle method of ordering: i-procurement smartform Second method of ordering: i-procurement free description non-catalogue
PCs and Laptops	Principle method of ordering: i-procurement punchout
Software	Principle method of ordering: i-procurement punchout Second method of ordering: i-procurement free description non-catalogue
Office supplies	Principle method of ordering: i-procurement punchout
Couriers	Principle method of ordering: i-procurement smartform
IT Consumables	Principle method of ordering: i-procurement punchout
Mechanical/Electrical/Workshop consumables	Principle method of ordering: i-procurement punchout Second method of ordering: i-procurement free description non-catalogue
Furniture	Principle method of ordering: i-procurement smartform Second method of ordering: i-procurement free description non-catalogue
Contracted out services	Principle method of ordering: i-procurement free description non - catalogue
Car Hire	Principle method of ordering: i-procurement smartform
Conference Bookings	Principle method of ordering: Virtual credit card Second method of ordering: i-procurement free description non-catalogue Third method: Expenses
Internet Transactions	Principle method of ordering: Virtual credit card
Low value items from new suppliers	Principle method of ordering: Virtual credit card

(one time requirement)

Second method of ordering: i-procurement free description  
non-catalogue  
Third method: Expenses

Low value items from new suppliers  
(regular requirement)

Principle method of ordering: i-procurement free  
description

Goods under £100 not available from  
An existing supplier

Principle method of ordering: Expenses  
Second method of ordering: Virtual credit card