

How to Buy Guide

I want to buy...

Office supplies, mobile phones, laptops, fleet, travel, print, or pool cars



Create COS Account or Order Office Supplies

Mobile Phones

Standard Laptop (or) Bespoke Laptop

General Enquiry - Pool, fleet, travel & print

A restricted item



Check restricted items list for a full listing of all restricted categories.
Follow relevant process based on total estimated value and category of procurement.

Goods or services on the exception list



Check 'Exceptions List' then **Raise a Purchase request via WesternNow** (using category B, one quote under \$50k option). You must include either a quote, invoice, or some other form of evidence of the spend

GIPA requirement for ≥ \$150,000

Goods or services on an existing preferred supplier or master agreement with a supplier



Contact Procurement Services for assistance and/or **Raise a Purchase request via WesternNow**

GIPA requirement for ≥ \$150,000

A PO or Contract Variation request



Raise a PO / Contract variation request

GIPA requirement for ≥ \$150,000

A one time purchase with an estimated total value of 0-\$4,999 (excl. GST)



Buy with credit card (or) **Raise a Purchase request via WesternNow and attach a quote**

Goods or services with a total estimated future value (including variations) between \$5,000 - \$49,999?



Raise a Purchase request via WesternNow and attach a quote

Goods or services with a total estimated future value (including variations) between \$50,000 - \$249,999



Raise a Sourcing request via WesternNow
Procurement initiates a Request for Quote process via Tenderlink

Contract awarded

Purchase Order raised

GIPA requirement for ≥ \$150,000

Goods or services with a total estimated future value (including variations) ≥\$250,000



Raise a Sourcing request via WesternNow
Procurement initiates a Request for Tender Process via Tenderlink

End