Purchasing
& Support Services Section

Tips to fast-track purchases

Fast-track Tips

1. Create PR

2. Draw up specifications

3. Evaluate and Recommend

4. Communicate and Engage

Tips

1. Create PR

- Account code
  " copy/modify previous PR in Oracle "

- Estimate purchase amount
  " 10% tolerance in PR amount "

- Suggested supplier(s)

Tips

2. Draw up specifications

" obtain product catalogue from supplier/internet "

- Generic vs. brand-specific

- Mandatory vs. desirable functions

- Minimum/maximum vs. exact figures

Tips

3. Evaluate and Recommend

- Justifications for selected offer

    " why the lowest offer not accepted "

- Two-envelope approach

    " factors and weightings "

Tips

4. Communicate and Engage

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