4.1	Vice-President, Operations	2 December 2022	2 December 2022	August 2025

The Procurement Procedure identifies the principles, requirements and

- Adopt sustainable procurement practices that take into account environmental, social and economic sustainability issues when procuring any goods, services, infrastructure and capital works

  Further details can be found in section 4.21 of this document.

- Maintain comprehensive records relating to all acquisition of goods, services, serv 0.002 Tw 0.241 0 0 Td[(r)a Tderi j

Is there capable of providing the specific category of goods or services?	▪ Buy from catalogues in place, or UNSW supplier can be engaged directly. ▪ UNSW credit card should not be used ▪ For bulk buying or purchase above $350,000, engage Procure to Pay as there could be additional opportunities to leverage from UNSW suppliers	+ a purchase order must be raised and approved in NS Financials
Is there a capable of providing the specific category of goods or services?	UNSW panel suppliers (— – see next section)	+ a purchase order must be raised and approved in NS Financials with quote(s) or supporting documentation attached (such as Work Order/SOW).

Before proceeding, Staff must establish if a UNSW supplier or a UNSW panel supplier is available for the goods, services, infrastructure and capital works they wish to purchase.

In accordance with section 4.1 above, where an open sourcing activity for goods and services which are likely to cost over $350K is required, Procure to Pay must be engaged as soon as possible to agree upon a Procurement strategy, including (ent)-130.1-6.4Tder a.1-6.4Td[Contract documenta (ent)-13ion, evaluation a.1 Contract in methodologies.

All sourcing activits must follow the Procurement principles, requirements and the approved process outlined in tis Procedure.

Procure to Pay has guidelines a.1 a suite of templa (ent)-13available to assist Staf(en)-13f undertaking Procurement activits , including sourcing.

Sourcing activits may be issued via the UNS e,s93.1 (Tca Td.4 .002go Tdo Td.4 .0t(8(a(.7 (P)u)-6.93-12.2 (der)366d)

or Legal.

Any new Contracts or supplier agreements above $350k should be referred to Procure to Pay for advice and approval.

A supplier must be created in NS Financials in accordance with the Finance vendor creation process.

A Purchase Order must be raised in NS Financials with the required documentation.

Supplier Contracts must be managed regularly by the responsible area (e.g. Staff who established the Contract or Procure to Pay) to ensure compliance with the Contract terms. Procure to Pay has guidelines available to assist Staff in managing suppliers. Supplier management/Contract management reviews must be forwarded to Procure to Pay who will keep records of these reviews for consideration in future Procurement activities.

Further information can be found by accessing the UNSW Intranet.

There may be circumstances where an exemption to the threshold requirements in the Procurement matrix described in section 4.1 above is required.

An exemption may be only used for seeking less than the number of required Quotes as described in section 4.1, otherwise a Procurement strategy must be agreed and approved by Procure to Pay to define the best market and sourcing approach.

When applying for an exemption, UNSW Staff must be able to provide tangible, objective and factual documented evidence of the reasons for the exemption and must demonstrate how the request meets the UNSW Procurement Principles (see section 2).

Where an exemption seeks to undertake a direct negotiation (i.e. a negotiation with a single supplier), this involves significant risk; it is essential that proper process is followed so that the supplier is not unfairly or improperly advantaged. Staff involved in direct negotiations should seek advice on requirements from Procure to Pay and familiarise themselves with the 'Guidelines for managing risk in direct negotiations' pu[ma sa)ekma na)-Sta on c

identified in section 4.1 above (Which Procurement Process Do I Follow?) applicable to the cost of the Procurement (Thresholds), including an exemption if the Procurement process is not followed.

Staff must not divide the value of Procurement activity into separate transactions for the purpose of bringing it below:

- The threshold value at which additional Quotes are required; or
- The threshold value at which a formal Quote or sourcing activity is required; or
- The threshold at which financial delegation limit applies.

There must be no order or invoice splitting to circumvent procedures or delegation levels.

The value of the Procurement activity must include the total value of the purchase or engagement excluding GST with a supplier for a specific project (i.e. intended Contract duration not the annual value). For example, when purchasing a piece of software, the total value will include the purchase of the software licences as well as required installation, training, maintenance, etc over the period of the Contract.

If the value of the Procurement activity is likely to increase due to additional required activity (i.e. scope creep), please contact Procure to Pay to seek guidance on the Procurement strategy.

Throughout the life of a Contract, variations to the Contract terms or specifications may be required. This must be reflected by a Contract variation to be executed by both parties. UNSW relevant delegate/signatory must have the relevant financial delegations to cover the total value of the Contract including the variation period (see Register of Delegations). Please contact Procure to Pay to seek further guidance.

Grants are funds provided by government departments, corporations, foundations or trusts to universities to support research. As the grants are expending funds through UNSW, the Procurement principles outlined in the *Procurement Policy* and this *Procurement Procedure* (see section 2 above) apply to all UNSW Staff (even when the grant has been awarded under a specific UNSW Staff name).

The grant body may require UNSW Staff to utilise the services of a particular supplier and/or purchase a specific piece of equipment or may prohibit some forms of expenditure as a condition for providing the funding.

In this instance, and up to $350k, if Quotes have been sought in accordance with the Procurement process specified in section 4.1 prior to the grant application being approved, no exemption from the Procurement process is required to utilise the nam

- 30 days from the end of the month from invoice date.

UNSW standard payment terms for Building Infrastructure and Capital Works are:

- 15 days from receipt of invoice under *Building and Construction Industry Security of Payment Act* 1999 (NSW).

Staff responsible for the purchase must ensure that the payment structure is clearly defined and communicated to the UNSW Financial Delegate approving the purchase and should be clearly documented on the Purchase Order or the Contract.

manager and register gifts and/or other benefits in the University's Register of Gifts and Benefits.

Where there is confusion or difficulties surrounding proffered gifts and/or other benefits, or where there is a possibility that proffered gifts and/or other benefits place Staff in a position where he/she is (or may be perceived to be) compromised or influenced by acceptance of the gifts and/or other benefits, a Procure to Pay Manager or the Director of Procure to Pay should be consulted.

Reference should also be made to the UNSW *Gifts and Benefits Procedure.*

Procure to Pay may require that probity advisers be used for high profile, complex or high value Procurement projects, or where it is requested by the project sponsor or project steering committee.

A probity adviser will provide advice during a Procurement activity to ensure probity is maintained and fair and transparent process and no one supplier is given an unfair advantage over another. The probity adviser should have no authority or decision-making power in the Procurement activity. The Procurement decision rests with the relevant Staff member who will be accountable for the outcome.

- HS specifications should be documented in tender documents.
- The selection process should include evaluation of tenders against HS specifications.
- HS requirements should be included in Contract documents for the successful tenderer(s) including compliance against legislation and standards.
- HS documents submitted by successful tender(s) should be evaluated prior to engagement.
- Processes should be outlined for any failure to meet specifications.
- A pre-purchase checklist must be used prior to the purchase of any equipment with a potential to cause harm and injury

For further information, please refer to: http://www.safety.unsw.edu.au/

UNSW must procure hazardous and restricted goods in accordance with UNSW Policies and Procedures. For further information, please refer to: http://www.safety.unsw.edu.au/

When a Procurement activity involves a payment in foreign

	Chief Financial Officer
	Director Procure to Pay
	This Procedure support the University's compliance with the following legislation: *Public Finance and Audit Act 1983* (NSW) *University of New South Wales Act, 1989* (NSW) *State Records Act, 1998* (NSW) *Independent Commission Against Corruption Act 1988* (NSW) *Government Information (Public Access) Act 2009* (NSW)
	Procurement Policy

2.0	Chief Financial Officer and Vice-President	12 August 2015	12 August 2015	Definitions and clauses 4.5, 4.7-4.10 and 5.1-5.10 including links
2.1	Vice-President, Finance and Operations	20 July 2016	25 July 2016	Administrative updates and links to the new Finance website