

Murdoch is a large, diverse and highly decentralized University. It is comprised of three campuses, numerous schools, research institutes, and many supporting administrative departments, each managed individually. For more information about the University's structure, see www.murdoch.edu.au/admin/org/chart/MU_org_units.html. The University employs approximately 1400 staff and procures more than 40 million dollars in goods and services annually. The purpose of this information is to help businesses understand Murdoch's procurement activity and how to access its markets.



What is the nature of Murdoch's purchasing activity?

Murdoch's purchasing is decentralized. There is, however, a central strategic procurement area within the Office of Finance, Planning and Reporting whose mission is to provide leadership for and facilitate University efforts to provide the greatest value for every dollar spent and to create a focus for the University to consolidate and leverage purchasing power. Individuals (i.e. staff in the various schools and departments) across the University will place orders, make payment via credit card or authorize the payment of invoices. The strategic procurement section provides centralized resources to create large, commodity-based buying programs for the University and serves as a disseminator of intelligence to Murdoch's purchasing community.

How does Murdoch work with Suppliers?

There are two avenues through which suppliers can do business with Murdoch:

- ✓ Relationship-based business with specific schools or departments to supply goods or services, which are not available to staff through strategic business partnerships.
- ✓ Strategic business partnerships for entire University supply of specific goods & services.

RELATIONSHIP-BASED BUSINESS:

The decentralized nature of Murdoch's purchasing makes it the supplier's responsibility to market its products to the appropriate individuals within Murdoch's schools and departments, who may be receptive to what they wish to sell. The supplier should first determine whether its products or services support, directly or indirectly, the University's mission of teaching and research and then identify the proper avenue for identifying and engaging the individuals within the University responsible for purchasing those products or services. For example, if a supplier's product supports instruction or research in a particular field, prospective Murdoch customers might learn about a supplier's product from trade shows, trade publications, advertising, and/or direct contact from the supplier or by reference from a personal contact within their specialized community.

STRATEGIC BUSINESS PARTNERSHIPS:

It is the strategic procurement area's objective to establish and manage supplier partnerships in strategic commodity areas so they are responsive to the needs of the Murdoch purchasing community. The goals of these partnerships are to:

- ✓ Increase the security of supply and reduce commercial risks,
- ✓ Leverage the university's buying power to reduce prices,

- ✓ Increase supply chain efficiencies,
- ✓ Consolidate the vendor base and reduce transaction-processing costs,
- ✓ Improve the quality of products or services,
- ✓ Adopt innovative goods or services,
- ✓ Provide higher levels of customer service and other value-added features, and
- ✓ Make purchasing of products quick, convenient and trouble free.

For selected goods and services, the strategic procurement area negotiates and establishes approved supplier partnerships through a procurement process. Approved suppliers for commodities are then implemented into the Murdoch business and the Murdoch purchasing community is required to procure from them under Murdoch's purchasing policy.

What are the terms and conditions of supply?

For Murdoch' terms and conditions of supply please see: www.finance.murdoch.edu.au (follow the strategic procurement link).

What is the invoicing and payment process?

Ordering of goods and services, payment for items via credit card or invoice approval is handled by the University business units/departments responsible for the purchase. Invoices should be directed to the suppliers designated contact in the schools or departments where the transaction occurred.

How do I get to Murdoch?

Murdoch's campuses are located in the Murdoch, Rockingham and Peel regions. On-campus parking is available. For campus maps and directions to campuses, please consult: www.murdoch.edu.au/index/visitors/wherearewe.

How to contact Murdoch

The strategic procurement area recommends that suppliers make appointments in advance of sales representations. The strategic procurement area can be contacted via the details located on the website www.finance.murdoch.edu.au (follow the strategic procurement link). To research contacts within the schools or departments, suppliers should consult the University's on-line people directory www.murdoch.edu.au/people or view the Murdoch web page www.murdoch.edu.au.