

Considerations (other than product cost) when deciding to purchase goods from a non-contracted supplier:

Risk	University-wide Contracted Suppliers ¹	Alternate Suppliers		
		less than \$2,000 purchased via P-card ²	\$10,000 or less purchased via PantherExpress System non-catalog PO ³	over \$10,000 purchased via PantherExpress System non-catalog PO ⁴
Risk of excess negotiation, order processing time, or accounting time	Low	Medium	Medium	High
Risk of fraud or misrepresentation (is the supplier reputable?)	Low	Medium	Medium	Low
Risk of not achieving the best fit for specialized technical requirements	Medium	Low	Low	Low
Risk of extra or surprise delivery charges	Low	Medium	Medium	Medium
Risk of warranty not being honored	Low	Medium	Medium	Low
Risk of inability to return incorrect orders or damaged goods	Low	Medium - High	Medium	Medium
Risk of regulatory noncompliance: environmental, health and safety tracking	Low	High	Medium	Low
Risk of regulatory noncompliance: import/export controls	Low	High	Medium	Low
Risk of litigation or loss in a law-suit	Low	High	Medium	Medium

¹ Supplier vetted, with pre-negotiated terms, and paperless ordering.

² P-card purchases ([see restrictions](#)) carry very limited contractual protections, and require post-purchase accounting journal entries and reconciliations.

³ If supplier is not already established in University's systems, you must send a supplier verification form along with an IRS form W9 from the supplier in order to establish on PantherExpress. To meet federal, state regulations, competitive quotes or bidding process may be required. The University's standard Purchase Order carries improved contractual protections.

⁴ Same as footnote three above, however, review by Purchasing Services (and further negotiations) reduces some of the risks.