

Procurement Procedures- Changes made:

1. Objectives: Para 2.2. VFM Policy added to list of documents.
2. Selection of Suppliers: (Para 4.1) Framework agreements established by the NWUPC or NPS should be used (changed from must). The Procurement Team will review expenditure on an annual basis with the aim of establishing more corporate contracts, thereby negating the need for multiple suppliers. Use of centrally established agreements will continue to be mandated.
3. Thresholds and Requirements: (Para 5.1) Removal of the lower procurement threshold, i.e. sub £5k. Three quotations only required for purchases £5k and above. Staff will be reminded that total cost does not refer to purchase order cost.
- 4a. New Suppliers: (Para 12.1) New suppliers must be approved by the Procurement & Payments Teams prior to raising any orders. Placing orders with suppliers not already established within Unit 4 will be seen as a breach of these procedures.
- 4b. (Para 12.3) The Procurement Team may decline to set up a new supplier particularly if alternative suppliers are already set up in Unit 4.
- 4c. (Paras 12.4 – 12.6) Brief details on the IR35 process added.
5. Purchases from outside the UK/EU (Para 13) Short paragraph added with regards to the process to follow when buying goods or services from outside the UK/EU. (EU will be removed at a later date if required.)
6. Purchasing Cards : (Para 15.1) Note added to state that some higher value one-off transactions (up to £20k) can be fulfilled via purchasing card but such requests to be fulfilled by the Procurement Manager or Insurance/Assistant Purchasing Officer.
- 7a. Single Tender Actions: (Para 16.5) Note added to state that STAs must be approved prior to order and the document must be attached to the document archive of the respective purchase requisition for audit purposes. (Internal audit action.)
- 7b. (Para 16.6) List of purchases which are not subject to STAs added.
8. Contract Management (Para 19.3) New paragraph that requires contract managers to ensure that contractors/suppliers include the purchase order number and a full explanation of the work undertaken on the invoices they submit. (Internal audit action.)