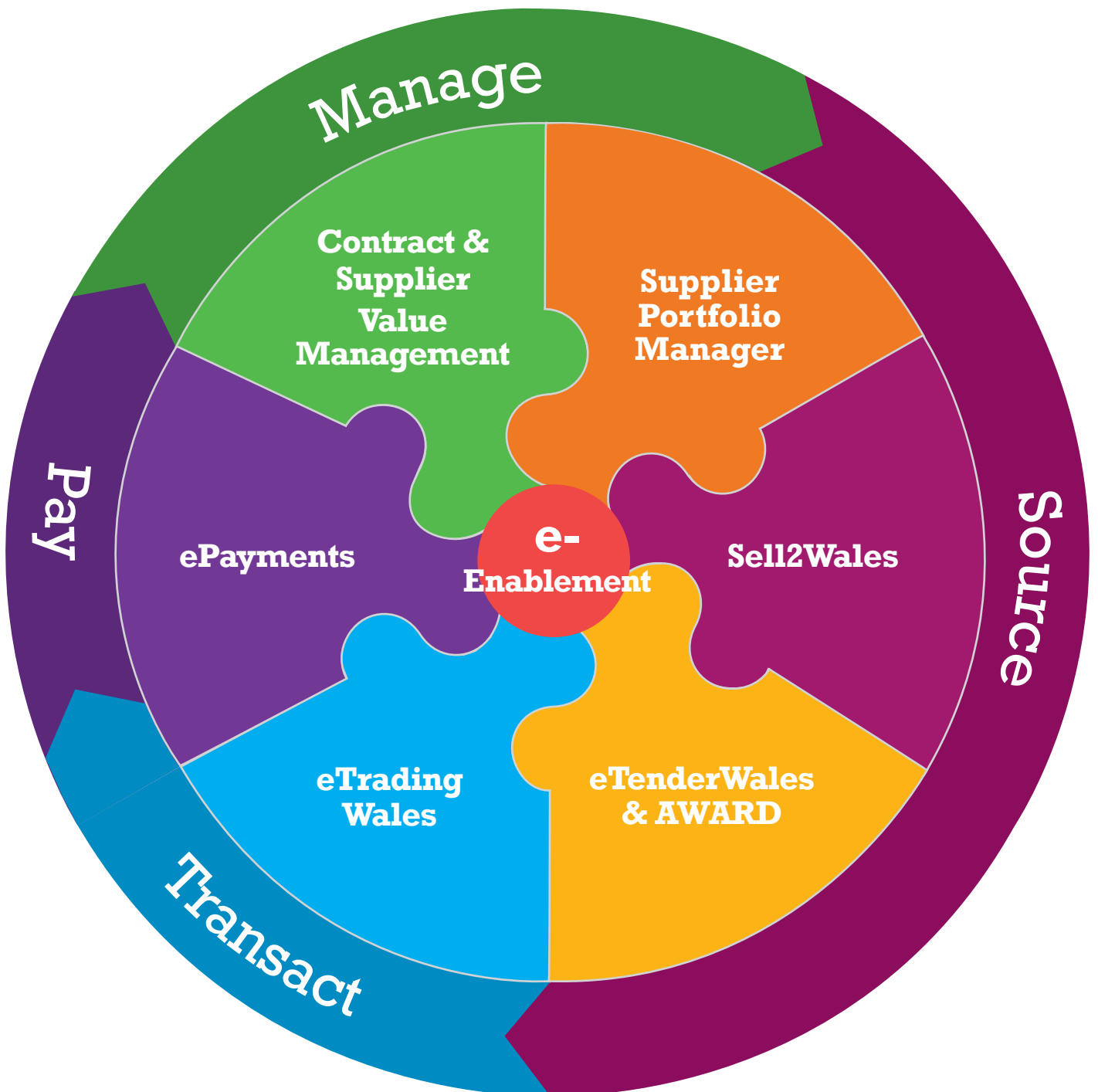


# eProcurement Tools



Llywodraeth Cymru  
Welsh Government



Welsh Government provides free support to improve electronic procurement within Welsh Public Sector organisations.

The following pages offer a brief description of the various eProcurement tools available.

# Supplier Portfolio Manager (SPM)

SPM provides insight into the financial scoring and risk analysis of buying organisation's suppliers through:

- » Risk Indicators to evaluate the potential risk of doing business with a supplier
- » Failure Scores which rank companies on the likelihood of going out of business
- » Reports to assess supplier risk and financial scoring
- » Alerts to monitor supplier changes and alert buyers of any new risk
- » Supplier organisational family tree which helps to understand risk across the supply chain

## **Further support:**

Helpdesk: 0845 145 1700

Email: [Portfoliomanagerquery@dnb.com](mailto:Portfoliomanagerquery@dnb.com)

Website: [www.portfoliomanager.dnb.com](http://www.portfoliomanager.dnb.com)

User Guide: [www.dnb.co.uk/resources/supplier-portfolio-manager-brochure](http://www.dnb.co.uk/resources/supplier-portfolio-manager-brochure)

Sell2Wales is a free national advertising website where Welsh public sector buyers advertise opportunities for suppliers. In line with requirements of WPPS, it encourages the advertising of all notices above £25k. It provides simple secure tendering solution for those organisations not suited to using the professional eSourcing tools.

## It has the following functions:

- » Notice creation wizard to create and publish Official Journal of the European Union (OJEU) and low value notices
- » Squizard – A risk based questionnaire that help buyers to generate the most appropriate set of Supplier Qualification Information Database (SQulD) questions for their procurement. SQulD is a set of common core questions to use in the selection stage
- » Quick Quote – a simple Request for Quote function
- » Online tender submission facility which allows buyers to receive secure responses from suppliers while retaining a complete audit trail
- » Supplier Finder to find suppliers using various parameters such as name, region, postcode etc
- » Helpdesk which checks all notices and provides help and guidance on site use

## Further support:

Helpdesk: 0800 222 9004

Email: [help@sell2wales.gov.uk](mailto:help@sell2wales.gov.uk)

Website: [www.sell2wales.gov.wales/Default.aspx](http://www.sell2wales.gov.wales/Default.aspx)

## Useful guides:

Postbox [www.millstream.eu/guides/en-gb/Wales/PostboxBuyerGuide.pdf](http://www.millstream.eu/guides/en-gb/Wales/PostboxBuyerGuide.pdf)

Stage2Notice [www.millstream.eu/guides/en-gb/Wales/BuyerStage2Guide.pdf](http://www.millstream.eu/guides/en-gb/Wales/BuyerStage2Guide.pdf)

Quick Quote [www.millstream.eu/guides/en-gb/Wales/BuyerQuickQuoteGuide.pdf](http://www.millstream.eu/guides/en-gb/Wales/BuyerQuickQuoteGuide.pdf)

SQulD [www.millstream.eu/guides/en-gb/Wales/SQulDBuyerGuide.pdf](http://www.millstream.eu/guides/en-gb/Wales/SQulDBuyerGuide.pdf)

# eTenderWales & AWARD

eTenderWales is a professional end to end eSourcing tool which incorporates workflows, tendering, evaluation, contract and price management as well as supplier performance. It gives buyers visibility and control of supplier clarifications as well as providing a comprehensive audit trail.

## **It has the following functions:**

### **Programme Management**

- » Allows an organisation to design and deploy a step by step procurement process which can ensure European Union (EU), WPPS and internal standing order compliance
- » Assists in reducing the cost of training new procurement staff as all guidance templates and other procurement documents can be embedded

### **eTendering**

- » An end-to-end procurement process system that provides secure, compliant tendering combined with automated evaluation
- » Tenders can be built using spreadsheet uploads (including SQuID questions provided after running a Squizard in Sell2Wales)
- » Evaluations can be conducted within the tool or offline
- » Supplier clarifications and broadcast of information managed through the tool

### **Auctions**

- » Supports buyers to achieve the best value for money from their tender responses using Forward or Reverse Auctions
- » Non price factors, such as quality, service and Corporate Social Responsibility (CSR), can be factored into overall scores to provide award decisions based on the Most Economically Advantageous Tender (MEAT) approach

### **Supplier Management**

- » Stores supplier registration data and details of the events they have been invited to and have succeeded or lost in
- » Provides access to Constructionline reports.

## **AWARD (Commerce Decision)**

- » Enables the evaluation of large, complex, sensitive tenders, where the evaluation panels are geographically dispersed
- » Fully integrated with eTenderWales
- » Simple workbook with guidance for evaluators
- » Moderators can track progress of evaluators
- » Ability to down select suppliers who fail to meet minimum criteria
- » Option to create comprehensive debrief reports.

### **Further support:**

Helpdesk: 0800 3684852

Email: [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)

Website: <https://etenderwales.bravosolution.co.uk/home.html>

### **Useful guides and online trainings for registered users:**

<https://training.bravosolution.com/uk/course/index.php?categoryid=5>

# eTrading Wales

- » A marketplace available to all National Procurement Service (NPS) customers and specified Welsh Public Sector organisations
- » Ability to place electronic purchase orders from catalogues (National i.e. NPS and local i.e. buying organisation specific framework) and free text orders
- » NPS frameworks and relevant buying guides can be accessed via Contracts Directory
- » Mini competitions (price) can be run ensuring that all suppliers awarded are invited
- » Ability to shop direct from suppliers site (double punch-out)
- » Where buyers are electronically ordering they can receive electronic invoices which can be automatically reconciled (within tolerances) reducing pressure on Accounts Payable staff
- » Capable of working in conjunction with ePayments

## **Further support:**

Helpdesk: 0845 603 2885

Email: [support@procserve.com](mailto:support@procserve.com)

## **Useful guides:**

For Buyers: <http://info.basware.co.uk/pm/>

Suppliers: <http://suppliers.basware.co.uk/pm> / <http://suppliers.basware.co.uk>

A range of ePayments solutions are available to the Welsh Public Sector offering a quick, cost-effective and safe mechanism for the purchase of any goods and services. A rebate is paid to each participating organisation annually based on the level of aggregated Welsh procurement spend. The benefits to suppliers include improved cash flow as they can benefit from up to 38 days interest free credit (which could result in a lower price for buyers) and quicker payment normally between 3-4 days.

## **Physical Purchasing Card**

- » Supported by a card management system
- » Available as physical or embedded card solution
- » Provides line item detail from Level 3 suppliers with the option of auto coding transactions within a buying organisations spend management system

## **Precision Pay**

- » Virtual card solution which provide control of each individual payment, with a strong reconciliation capability
- » A unique card number is created for each transaction or set of transactions
- » Pre-approval process/workflow which is individually tailored for each customer ensuring compliance to local procedures

## **Precision Pay Direct**

- » Virtual card based accounts payable solution for payment to preferred suppliers
- » Buyers retain existing Accounts Payable processes (including approval steps)
- » Each payment is on a unique, dynamically funded virtual account number

## **Travel Management Account**

- » A central payment solution for managing the expenses related to employee travel that is booked via a Travel Management Company (TMC) without the need for corporate cards or high limits for frequent travelers
- » Allows tighter control on expenditure and provides a more streamlined expense management system

## **Further support:**

Helpdesk: 0333 202 2051

Email: [hmg@barclaycard.co.uk](mailto:hmg@barclaycard.co.uk)

# Contract and Supplier Value Management

Contract Management and Supplier Value Management are integrated within eTenderWales.

## **Contract Management**

- » Securely stores all documentation (terms, contracts, communications with contractors such as price changes etc.) within the tender structure enabling quick access, reporting and audit trail
- » Awarded tenders can be easily converted into contracts
- » Key Performance Indicators (KPI) and contract alerts can be set up to warn of key milestones and expiry dates

## **Supplier Value Management**

- » Provides a framework to effectively track and manage supplier performance, compliance as well as to identify risk, trends and problem areas
- » Enables an organisation to perform 360 degree reviews on their suppliers and continually benchmark performance with a view to improvement
- » Contract and enterprise scorecards allow the capturing of performance category key performance indicators, measured on timely basis.