

University of Edinburgh Supplier request process

We continually review and optimise the number of suppliers on our database to deliver the most efficient support infrastructure and to assist in achieving the university's strategic objectives around teaching and research. We also recognise the diverse nature of requirements around these objectives and the need to engage with a wide range of suppliers across commodities. Details of frameworks and contracts available to the university can be found by searching Buy@Ed (<https://www.ed.ac.uk/procurement/buy-at-ed>), to ensure colleagues have access to all information they need in order to make an informed decision around purchases.

1. Why are we introducing a new supplier request process?

Introducing additional controls on requests for new suppliers can help us to achieve optimisation. The introduction of a step in the FPM supplier review for **“trade creditors”**, allows procurement to scrutinise and approve (or reject and inform colleagues of existing suppliers and contracts) new supplier requests.

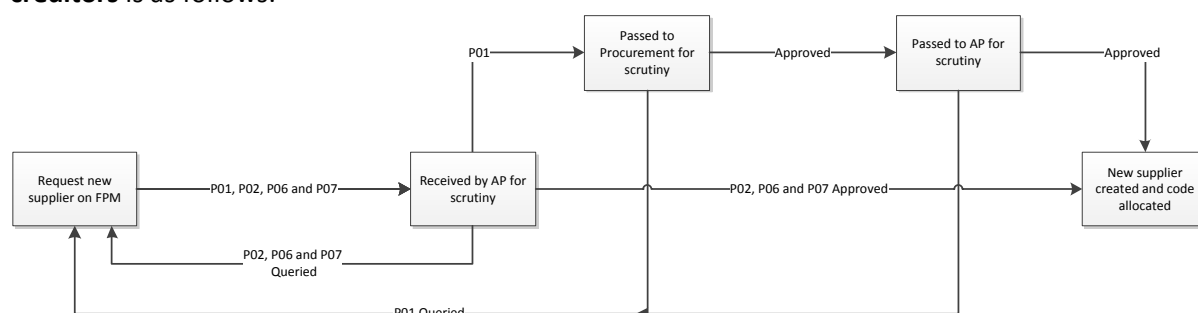
We have introduced a Supplier Self-Declaration form which ALL suppliers need to complete confirming they have no involvement in criminality, tax evasion, blacklisting or modern slavery (see link below)

[K:\Procurement\Projects\Project Book\Self Declaration Form - Mandatory and Discretionary Exclusion Grounds to include Modern Slavery Act -update.docx](#)

2. How does the new supplier request process operate?

Requests for new **“trade creditors”** – defined as **“suppliers of goods services and works”** will, as now be sent to AP and then forwarded to Procurement for scrutiny and subject to query as required before being authorised through AP. **non-trade creditors** requests will follow the process as now.

The new supplier request workflow for both P01 - **trade creditors (suppliers)** and P07 **non-trade creditors** is as follows:



3. Is this likely to delay the enablement of new and potentially crucial suppliers?

The new level of scrutiny will require a small amount of additional time to complete **“trade creditors”** requests only, with focus on:

1. Is there supplier already enabled at UOE providing the service?
2. Has **Supplier Self-Declaration form** been completed

Delay will be kept to a minimum within the Procurement team, particularly on requests where you let us know that there's a particular need for urgency.

4. What is the purpose of the Supplier Self-Declaration form?

Self-Declaration will ensure we are not trading with unscrupulous suppliers. By signing supplier declares they have no involvement in modern slavery or blacklisting, have no criminal convictions and are compliant with taxes or social security contributions requirements, in line with legislation and/or current university policies. **The form should be sent to supplier for completion at the same time as bank details are obtained and must be fully completed by the supplier to allow us to enable them.**

5. How do I know if a supplier or contract that can fulfil my requirement already exists at UOE?

Following are links to contract/frameworks available at UOE along with contact points in the Procurement team:

1. <http://www.ed.ac.uk/procurement/buy-at-ed> searchable data base showing suppliers and/or contracts currently available at UOE
2. <http://www.ed.ac.uk/procurement/about/contact-us> contact points for each commodity team and support processes within Procurement
3. epsusers@ed.ac.uk helpdesk through for all questions or query on Procurement at UOE .

6. How do I complete the HE categorisation field on the supplier request?

You can use the drop down to identify the category applicable to your supplier request. We will use this information to help improve our procurement information and identify areas where new contracts can be put in place.

7. What if we enable a supplier in error for example where there is a pre-existing supplier record or framework/contract is already in place?

The request will be stopped at Procurement and returned to you with a note explaining the reason for this.

8. What are the university policies and procedures for procurement of goods or services less than £50k in value?

This can be found at:

<https://www.ed.ac.uk/procurement/policies-procedures/how-to-buy-guidance-under-fifty-thousand>