APPENDIX 4

CONTRACT PURCHASING AGREEMENT (CPA)

- Procurement exercise completed and published to the Chest – Category team fill in a 'New CPA' template with contract details and send through to Purchasing team inbox
- Purchasing team manually create the agreement (providing supplier is set up on system, the agreement cannot be completed if supplier is not spend authorised). Once submitted the agreement system auto approves, and agreement number is generated
- The Purchasing team then manually creates a request form, adding in the agreement number to link it to the CPA. This step can only be done on or after the contract start date. When the request form is complete this can only be made available by adding it to a content zone within the catalogue function
- When the request form is live, we will notify the commissioner

The request form is a template already auto filled with the agreement number and supplier, the user just needs to add in the description and value when creating their request. Once the requisition request is submitted, this goes directly to the approver. When approved this auto generates the purchase order and sends the PO document to the supplier. This automated process is activated by how we set up the CPA and request form by selecting the 'Negotiated' tick box.

As each PO is raised against the request form this links to the agreement and if the awarded value is reached, no further POs can be raised against it, the system rejects at PO stage. If the 'negotiated' tick box has been missed during set up, the request will follow the same route as a non-catalogue and come to the purchasing team. Each agreement has a record of all POs raised against it in the system. The agreement also displays a released amount to allow tracking of spend against awarded amount.

If an end date is reached the agreement simply falls off the request form and the team must manually remove the form, as if the full balance has not been used this will allow further POs to be processed automatically which will not be linked to the agreement.

Any changes to the CPA are done by the purchasing team (with instruction from category team by completing 'Amend CPA' template) once a change is submitted the buyer on the agreement (category team) is required to approve.