

Purchasing at City University - OVERVIEW

Introduction

This document provides an overview of purchasing activities at City University for those people outside the University who would like to obtain an appreciation of the arrangements in place.

The custodians of the Purchasing process at City University are Purchasing Services, led by the Director of Purchasing. Purchasing Services fall into the “Business” part of the Finance and Business services portfolio.

This document looks at the strategic aims of Purchasing Services, the responsibilities it has and how purchasing is organised and managed throughout City University.

The Strategic Aims for Purchasing at City are;

1. City Purchasing Services becomes the custodian of the Purchasing process throughout City University
2. To promote best value purchasing which includes the active promotion of equality in all aspects of purchasing activity
3. City Purchasing Services will have the skills that allow it to be a centre of sustainable purchasing excellence.
4. Business processes will be developed, agreed and implemented across the university based on a common model.
5. All purchasing will be done using system based tools which will streamline the process and provide much enhanced control & management information & measurement.
6. A devolved operational purchasing environment will be maintained but professionalised to a consistent level to keep operational purchasing as close as possible to customers while enhancing the quality of devolved service.
7. Common across-the-university spend will be negotiated by professional Buyers in City Purchasing Services;
8. All higher value purchases will have a City Purchasing Services professional Buyer as “primary care” manager assigned to provide guidance, support & negotiation input to the process.

The University Strategy and the University Purchasing Strategic Aims**

** = available from the City University website

As an organisation, City University spends over £50 million per year on the purchase of works, goods and services (including capital works) - this equates to 45-50% of all expenditure.

The achievement of added value purchasing supports all of the University's strategic aims by providing robust purchasing processes and high levels of expertise in the area of purchasing. This means that other staff can spend the minimum amount of time managing their purchasing needs thus allowing them more time to focus on their core activities in delivering the University Strategy. The work done by City Purchasing Services will also mean savings can be made across all areas of purchasing thus releasing additional funds for expenditure in key strategic areas, further contributing towards the realisation of the University Strategy. City's leading approach to the way in which it manages its purchasing activities means that awarders of research grants etc can be assured that the funds from the grants they award will spent in a prudent and value adding manner.

RESPONSIBILITIES OF PURCHASING SERVICES

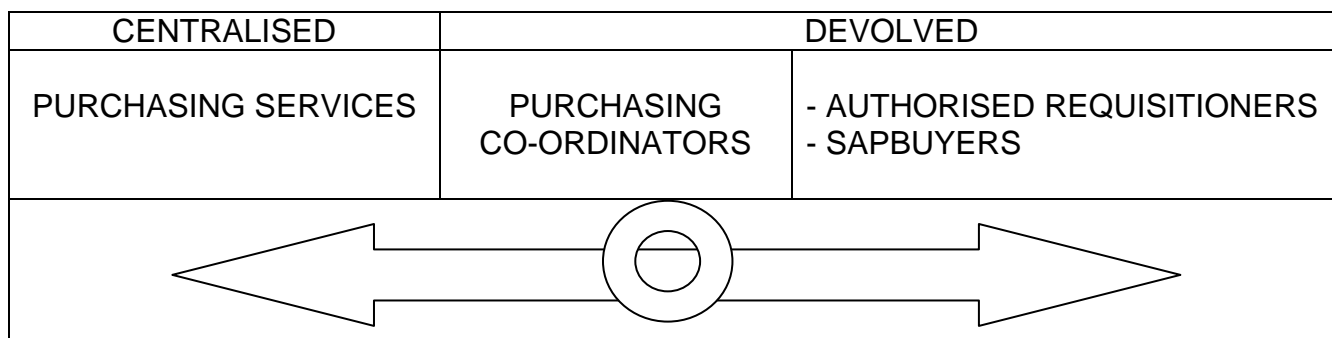
- Communication of the purchasing vision, internally and externally
- Development and review of purchasing strategy, policies & processes
- Training content development & Delivery
- Audit of operational use of purchasing process and policies
- Manage / co-ordinate the internal dimension
- Major / strategic spend negotiation across the University
- Programme management of Purchasing Projects
- Provide & Manage Purchasing Helpdesk
- Devolved purchasing support - "primary care" by tender including adhoc and major initiative spending
- Creation / maintenance of Vendor Intelligence Database
- Purchasing aspects of the vendor creation and evaluation process
- Spend & trend analysis
- Contracts review management & support
- Terms & Conditions of purchase management
- EU Purchasing Legislation compliance monitoring & support
- Participation in SUPC & other consortia initiatives
- External benchmarking – Pricing & Processes
- e-Procurement review & development

ORGANISATION OF PURCHASING AT CITY

Operational administration of purchasing at City University is devolved to each academic or service area of the University. This is managed through a network of Authorised Requisitioners, SAP Buyers and Purchasing Co-ordinators which is all co-ordinated by the central Purchasing Services office. Everyone who enters into purchasing agreements for City University must first receive mandatory Purchasing Basic Awareness training delivered by the Purchasing Services team. At the end of the training there is a short evaluation exercise which when people pass, they are deemed to be an "Authorised Requisitioner". Authorised

Requisitioners are permitted (subject to line management approval) to raise purchase requisitions for management approval, which if approved, are entered as purchase orders on the institution's SAP system and then issued to vendors. All purchasing transactions entered into on behalf of City University, are subject to the University's standard General Conditions of Purchase (only Purchasing Services can approve agreements that vary from the General Conditions of Purchase).

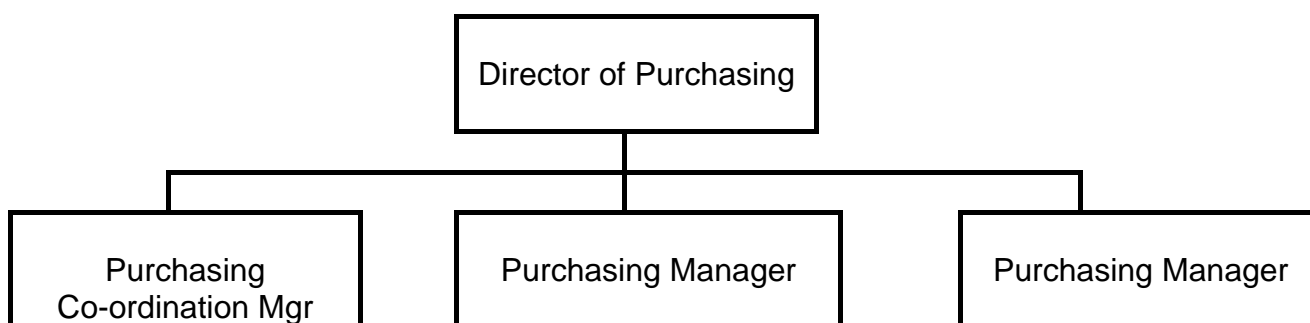
Authorised Requisitioners & SAP Buyers throughout each area of the University, whether it be an academic or service area, are aligned to the Purchasing Co-ordinator for that area. When communicating with staff across the University, members of Purchasing Services will normally communicate via Purchasing Co-ordinators. Purchasing Co-ordinators have enhanced powers and are responsible for the overview management of all purchasing activity in their areas.



PURCHASING SERVICES

Responsibility within Purchasing Services is generally aligned to commodity within a flat management structure.

The team is as follows:



The following additional documents are available from Purchasing Services:

- Sustainable Purchasing Policy
- Equality in Purchasing Development Plan
- General Conditions of Purchase
- Suppliers Charter

For any questions relating to Purchasing at City University, please contact the Purchasing Services Helpdesk on purchasingservices@city.ac.uk