New Supplier Information Form: June 2012

Following recent audits we have had to change our procedures and re-issue the Supplier Information Form and the guidance notes relating to the process to bring new suppliers onto the Finance and Procurement database. These forms were launched on trial in April.

Bid Summary
The revised version includes a requirement for all staff seeking to add new suppliers to our system for all goods and services valued at £5,000 or above in a 12 month period to obtain competitive quotes, complete a Bid Summary form, and to send a copy of the Bid Summary form with the new Supplier Information Form to Procurement (please don’t send the quotations).

Please note that there are two Bid Summary templates available; you may use whichever one you find more suitable for your requirement, or even write your own Record of Selection to explain your particular choice of supplier.

Declaration of Interest
In addition, any member of staff wanting to start buying from a “new” company will be required to complete and sign a “Declaration of Interest” section on the Supplier Information Form. This Declaration is to have staff record any personal links that they might have with the supplier which may be perceived to have a bearing on the supplier selection.

The new forms may be found on the Procurement web-page:
- (www.abdn.ac.uk/procurement) in the left column under: Supplier Admin, then Supplier Set-up, or
- behind the Finance Section (Corporate) web-page, then click on “Forms” followed by “Suppliers” in the column on the left (https://www.abdn.ac.uk/finance/finance-systems/the-finance-system/forms/suppliers/).

I’m sorry that we have had to introduce these changes such a short time after the form had been previously re-issued. These changes are being introduced to improve the fairness and transparency of University commercial business, and encourage staff to obtain best value when using public funds to purchase their requirements.

If you have any questions or comments, please feel free to contact me.

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