

# SUPPLY CHAIN - PROCUREMENT PROCESS



All major supply and subcontract companies are required to provide the following documents prior to selection.

## Schedule of Included Documents:

### Framework Agreement

- Definitions
- Preferred Supplier Statement
- Objectives
- Best Practice
- Customer Delight
- Duration
- Termination Statement
- Contractual Relations
- Dispute Resolution
- Authorised Representatives
- Confidentiality

### Summary of Agreement

- Quality Statement
- Pricing Issues
- Geographical Restraints
- Delivery Periods
- Invoicing and Administration
- Approach to Customer Care
- Complaints and Quarterly Review Procedures
- Environmental Statement
- Technology / E Commerce
- Design Service
- Additional Items
- ASAPS Planning Matrix

### KPI

- Key Performance Indicators
- Rixonway Spider Graph – Yearly KPI Performance Comparison
- Reciprocal Key Performance Indicators

### Structure

- Group Structure Chart
- Keepmoat Buying Contacts
- Keepmoat Telephone Numbers
- Structure Chart and Contact Details

### Formal Declaration

- Signed Commitment

# GROUP PURCHASING DECISION ANALYSIS



**Decision Statement:** To determine the “Best Value” Supplier for the Keepmoat Group. (Regeneration Division).

Item No	Area of Assessment	Weighting
<b>1</b>	<b><u>Price</u></b>	
1.1	Competitiveness on supply only of units	
1.2	Fixed Price Agreement	
1.3	Replacement unit cost	
<b>2</b>	<b><u>Delivery</u></b>	
2.1	General lead times	
2.2	Penalty clause for failing to deliver	
2.3	Replacements unit lead times	
2.4	Contract Commencement lead time	
2.5	Timed deliveries	
2.6	Small lorries	
<b>3</b>	<b><u>Quality</u></b>	
3.1	Trading history / track record	
3.2	Defects	
3.3	Carcass availability / variants	
<b>4</b>	<b><u>Technical</u></b>	
4.1	Widely specified	
4.2	Representative support	
4.3	Environmental Policy	

Item No	Area of Assessment	Weighting
<b>5</b>	<b><u>Administration</u></b>	
5.1	Agreement to invoice in the required method i.e. Invoice and credit note sent together.	
5.2	Clear and concise delivery notes i.e. do not include items not sent e.g. "items to follow".	
5.3	External e-mail facilities available and willingness to develop interactive web site.	
5.4	Speed of response in issuing quotations	
<b>6</b>	<b><u>Presentation</u></b>	
6.1	Overall interview: company image, flexibility, professionalism and commitment to Keepmoat.	
6.2	Quality of documentation and speed of response to queries.	
<b>7</b>	<b><u>Financial</u></b>	
7.1	Advantageous and flexible payment terms.	
7.2	Financial stability of Supplier	
7.3	Payment or rebate	
	TOTAL	_____

The above represents Keepmoats weightings only and do not represent the scores attained by your company. Feedback on your scoring in our Decision Analysis process is available directly from Richard Hall.