



University  
of Glasgow

# PROCUREMENT POLICY

## Financial Year 22/25

**WORLD  
CHANGING  
GLASGOW**

ABC  
Accommodation  
Building  
Construction

# PROCUREMENT POLICY

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# 1. Procurement Office Role

To provide professional, qualified procurement expertise, advice and services for all spend with external suppliers; in compliance with legislative requirements including the Public Contract (Scotland) 2015 Regulations, the Procurement Reform Act 2014, the Procurement (Scotland) Regulation 2016 and any other legislation. We will procure all Goods, Services and Works with high ethical standards and applying principles of Sustainable Procurement. Sustainable Procurement is a process whereby the University meets its needs for Goods, Services and Works in a way that achieves value for money (VFM) on a whole life cost basis, generating benefit not only to the University, but also with consideration to Social, Economic and Environmental factors. As part of our role, we will:

- Develop, promote and implement appropriate procurement strategy, category procurement strategies and procedures across the University in consultation with stakeholders.
- Deliver maximum value for money; this being the optimum combination of whole life cost and quality to meet the end user's requirement.
- Maintain or enhance PCIPS ranked No.1 performance assessment.
- Maintain or enhance Chartered Institute of Procurement and Supply (CIPS) Procurement Excellence standard award No. 500
- Identify high risk categories through both Marrakech and DEFRA.
- Measure and monitor high risk Suppliers through EcoVadis Sustainability rating.
- Measure and actively monitor that modern slavery and human trafficking is not taking place in any parts of its operation within the University and its supply chain.
- Advertise all tender opportunities greater than £25k on Public Contracts Scotland portal (including mini-competitions and quick quotes).
- Compliance to Sustainable Procurement Duty.
- Embed relevant and proportionate sustainability requirements in the development of frameworks and contracts.
- Promote and engage in the implementation of relevant technology solutions, including e-procurement, to minimise purchase to pay costs.
- .
- Engage effectively with Centres of Expertise, Scottish Government and Advanced Procurement for Universities and Colleges (APUC) in relation to issues of policy, practice, information sharing and collaboration.
- Act as a central point of contact for university staff and external suppliers in relation to all procurement and supply chain topics.
- Embed Contract & Supplier Relationship Management (C&SRM) with key strategic suppliers and mitigate supplier risk to the University.
- Maintain a comprehensive Contract Register.
- Maintain Procurement Policy Exception Register.
- Maintain Procurement Tender Register.
- Maximise Community Benefits where appropriate and measure and monitor results.
- Measure and report procurement performance, including Best Practice Indicators (BPIs).
- Co-ordinate training development of Purchasing Officers and Purchasing Card holders.
- Conduct market engagement and research.
- Compliance to Supplier Charter.
- Compliance to General Data Protection Regulation (GDPR).
- Compliance to Equality Act 2010 and Scottish Public Sector Equality Duty.
- Compliance to Bribery Act 2010.

- Promoting compliance by contractors and sub-contractors with the Health and Safety at Work etc. Act 1974 (c.37) and any provision made under that Act.
- Promote Fair Trade.
- Promote Fair Work First (Living Wage) in alignment to statutory guidance.
- Promote and enable where possible supported businesses and SMEs to share and grow in the market.
- Fully support internal audit of devolved responsibility of spend less than £25k, external audit of suppliers for compliance to contracts and audits of the Procurement Office by internal auditor KPMG, and/or external funders to the University.
- Key role as a member of University Sustainability Working Group.
- Key role as a member of University Finance Management team.
- Key role as a member of the Glasgow Student Village (GSV) Operational Board.
- Key role as a member of the Estates Operational Management meeting.
- Mandatory use of the APUC Code of Conduct for all tenders greater than £50k.

## 1.1 Agresso Purchasing Officer Role

To ensure all expenditure is committed in accordance with the procedures and guidelines outlined in this document:

- Complete the Purchasing Officer training.
- Complete and pass the Procurement written training exercise.
- Complete online Agresso training.
- Read and fully understand the roles and responsibilities of [Agresso users](#).
- Ensure that ALL expenditure made on behalf of the University is approved in advance of the goods, service or works being committed to.
- Ensure adequate quotes and prices have been received for the goods, services or works in accordance with the spend [thresholds](#).
- When processing a requisition on Agresso for goods, services or works ensure that the correct procurement type from the dropped down box is selected i.e. Approved, Partner, Unapproved.
- Ensure a fully authorised Procurement Policy Exception (PPE) form is in place for any single source Procurements and record the PPE reference no in the requisition description.
- Resolve non-deliveries direct with suppliers timeously, i.e. overpayments should be made and credits noted next cycle.
- Ensure goods, services and works are (GRN'd) in a timeous manner.
- Read and fully understand the [Procurement Policy](#).
- Read and fully understand the procurement guidance for procurements [less than £25K](#)
- Read and fully understand the [Travel Booking Policy](#)
- Read and fully understand the [Procurement Code of Conduct](#)
- Retain purchases records (bank statements and receipts) for 6 years in line with the [Procurement Retention Policy](#).
- Assist in under £25K procurement audits and retain documents to help with the audit.

## 1.2 Purchasing Card Holder Role

- All the above in 1.1.
- Register with the bank provider to access bank statements online.



- Reconciliation of their individual RBS bank statement (available from the 4<sup>th</sup> of month) with their individual transaction log. Seek Line Manager approval and send their transaction log and RBS bank statement to Finance ledger section by 15<sup>th</sup> of the month.

## 2. Procurement Office Vision

We aspire to be in the upper quartile of High-Performance Procurement teams in the private and public sector.

## 3. Mission Statement

To be an innovative, progressive change agent and deliver effective transformation for maximising the opportunity for academic success.

Procurement will provide a high standard of professional expertise and actively apply principles of sustainable procurement.

## 4. Value Proposition

To support the University to achieve its strategic vision and its day-to-day operation by delivering professional procurement solutions to our stakeholders who include management, academics, researchers and students; through our 8 core values that are fully embedded in all aspects of our service:

- 4.1 **Governance - Alignment to the University's Strategy 2020-2025 World Changers Together** through the Procurement Policy, Procurement Strategy, Contract & Supplier Relationship Management (C&SRM) Policy, Modern Slavery Act 2015 Statement, Bribery Act 2010, Race Relations Amendment Act, Equality Act 2010, Criminal Finances Act 2017, Sustainability, Strategic Intent.
- 4.2 **Compliance with Rules and Regulations** – Compliance with the Public Contract (Scotland) 2015 Regulations, the Procurement Reform Act 2014, the Procurement (Scotland) Regulation 2016 and any other Directives, monitoring legal compliance to Framework/Contracts.
- 4.3 **Effectiveness & Efficiency** - Value for money (VFM), whole life costing and quality to meet the end user's requirement, cash savings to the University, effective collaboration with APUC and other public entities.
- 4.4 **Sustainable Procurement** – Corporate Social Responsibility, Circular Procurement, Fair Trade, Community Benefits, Living Wages, Supported businesses, Sustainability Code of Conduct, Anti-bribery & Corruption. Measured and monitored using **EcoVadis SAS** model, **Environment, Labour & Human Rights, Ethics and Sustainable Procurement** considerations.
- 4.5 **Risk Management** - Supplier due diligence, continuous financial monitoring through DNBI, fit for purpose contract terms & conditions, supply chain risk assessment, procurement risk register.
- 4.6 **Stakeholder Engagement** - Supporting our stakeholders and collaboratively drive **excellent academic and student experience**. Provide training and guidance to stakeholders across the University. Positive and proactive engagement with APUC and other HE and public sector entities.
- 4.7 **Performance** – Continuous performance measurement of procurement team through team KPI (Performance at A Glance - PAAG), Rank No.1 in the PCIPS assessment, support all internal audits of the Procurement function by auditors KPMG. Maintain or enhance CIPS Procurement Excellence Standard Award. Performance management of

external key strategic suppliers through an embedded Contract & Supplier Relationship Management (C&SRM) programme.

- 4.8 **Brand Professionalism** – Aspire to achieve individual CIPS qualifications for Procurement team members. Maintain or enhance CIPS Procurement Excellence Standard Award 03/2022. Enhance/reputation/knowledge and internal / external recognition.

## 5. Reason for Procurement Policy

The University purchases circa £300m worth of goods, services and works from external providers each year. The University Court requires the institution to be fully compliant to the Procurement policy and Procurement rules and regulations. There is a requirement to deliver best value for money across all spends in accordance to agreed budgets, to ensure misappropriation of funds is eliminated.

The Procurement policy is an integral part of the University's overall financial policy. Financial policy is approved by University Court and set out in the Financial Handbook; Section B 17 of which contains the University policy on procurement. The objective of this statement is to provide a succinct and clear statement of procurement policy.

The Procurement Office is responsible for procurement of all goods, services and works required from external suppliers, ethically and in compliance with legislation and regulations. It is responsible for providing guidance and support across all areas of the University through its "Value Proposition". All supplier quotations must be retained for 6 years in line with the Procurement Retention Schedule.

The Procurement Office is the central strategic procurement team, which supports the University in achieving its objectives and strategic vision, supporting all departments and staff with delegated purchasing authority. The Procurement Office has developed this policy document along with procedures, forms, templates and guidance through the key policies below.

This policy highlights the code of ethics required in all purchases inclusive of Purchase Orders or Purchasing Cards for the University such as:

- Effectiveness & Efficiency (value for money)
- Open, fair and transparent procedures
- Effective competition
- Responsible / Sustainable procurement principles
- Bribery Act 2010
- Health & Safety at Work Act 1974
- Modern Slavery Act 2015
- Equality Act 2010
- Race Relations Amendment Act
- Criminal Offences Act 2017

### 5.1 Procurement Policy compliance with climate change duties

In April 2019, Scotland's First Minister declared a Global Climate Emergency. In May 2019, the University made a formal declaration of a climate emergency and committed to achieving carbon neutrality, in response to a call from the Environmental Association of Universities & Colleges. We will commit to take account of Climate and Circular Economy considerations in all Procurement activity. It is recognised that our external Supply Chain Partners make a significant contribution to carbon, therefore, the University strongly supports engagement

between budget holders and Procurement in the early development stages of projects to enable decisions on whether to buy, what you buy and how you buy.

**Whether you buy:** Colleges and Service areas are encouraged to revisit and re-think their needs. Perhaps Goods, Services or Works can be used for longer, refurbished or repaired.

**What you buy:** Specifications must consider the University's climate ambitions and targets. Consideration must be given to purchasing refurbished, repaired or pre-used, rather than new. Specifications must be future proofed to allow for refurbishment, remanufacture and repair, as well as supporting emerging technology.

**How you buy:** Budget holders and Procurement must actively support a strong focus on climate consideration, achieving a balance of economic, social and environmental outcomes. Additional focus must be placed upon whole life costing.

## 6. Modern Slavery Act 2015

The University is committed to measuring and actively monitoring that modern slavery and human trafficking is not taking place in any parts of its operation within the University and its supply chain. For further information relating to the Modern Slavery Act statement, see website [www.gla.ac.uk](http://www.gla.ac.uk).

## 7. Key Policies / Procedures / Guidance

NAME	1. Policy 2. Procedure 3. Guidance	DESCRIPTION	LINK
Code of Conduct	Policy	Code of conduct responsibilities when conducting procurement activities.	<a href="https://www.gla.ac.uk/myglasgow/procurementoffice/">https://www.gla.ac.uk/myglasgow/procurementoffice/</a>
Spend Thresholds	Policy	UoG spend thresholds for the purchase of goods and services.	<a href="https://www.gla.ac.uk/media/Media_555533_smxx.pdf">https://www.gla.ac.uk/media/Media_555533_smxx.pdf</a>
Guidance for less than £25k	Procedure	Guidance to assist individuals procuring non-framework goods and services with a total value less than £25,000.	<a href="https://www.gla.ac.uk/myglasgow/procurementoffice/tenderprocess/procurement/">https://www.gla.ac.uk/myglasgow/procurementoffice/tenderprocess/procurement/</a>
Procurement Policy Exception (PPE)	Procedure	For all purchases of goods or services where exception from normal Procurement policy is proposed.	<a href="https://www.gla.ac.uk/myglasgow/procurementoffice/tenderprocess/policyexceptions/">https://www.gla.ac.uk/myglasgow/procurementoffice/tenderprocess/policyexceptions/</a>
University Travel Booking Policy	Policy	Guidance and policy for travelling on university business.	<a href="https://www.gla.ac.uk/myglasgow/procurementoffice/travelinformation/">https://www.gla.ac.uk/myglasgow/procurementoffice/travelinformation/</a>
Hospitality, Entertainment, Restaurants and Gifts	Policy	Guidance for the use of restaurants where the budget holder has decided it is permissible for the University to pay.	<a href="https://www.gla.ac.uk/myglasgow/procurementoffice/">https://www.gla.ac.uk/myglasgow/procurementoffice/</a>
Bribery Act 2010	Policy	Guidance relating to the	<a href="https://www.gla.ac.uk/myglas">https://www.gla.ac.uk/myglas</a>

		Bribery Act 2010, including bespoke University of Glasgow online training.	gow/humanresources/a-z/briberyandcorruption/
Purchasing cards	Procedure / Policy	Guidance to facilitate the purchase of low value and/or obscure and irregular items.	<a href="https://www.gla.ac.uk/myglasgow/procurementoffice/tenderprocess/purchasingcards/">https://www.gla.ac.uk/myglasgow/procurementoffice/tenderprocess/purchasingcards/</a>
Corporate Credit Cards	Procedure / Policy	Guidance to facilitate all purchases through Corporate Credit Cards.	<a href="https://www.gla.ac.uk/media/Media_576475_smxx.pdf">https://www.gla.ac.uk/media/Media_576475_smxx.pdf</a>
Delegated Authority	Policy	Guidance of Delegated Authority levels.	<a href="https://www.gla.ac.uk/myglasgow/procurementoffice/">https://www.gla.ac.uk/myglasgow/procurementoffice/</a> <a href="https://www.gla.ac.uk/myglasgow/financialregulations/section5expenditure/#5.02">https://www.gla.ac.uk/myglasgow/financialregulations/section5expenditure/#5.02</a>
Procurement Handbook	Guidance	Part 1 - Strategic issues for HoC, Schools and Senior Staff. Part 2 Operational issues for Staff with responsibility for buying goods and services.	<a href="https://www.gla.ac.uk/myglasgow/procurementoffice/governance/procurementhandbook/">https://www.gla.ac.uk/myglasgow/procurementoffice/governance/procurementhandbook/</a>
CIPS Code of Conduct	Policy	Chartered Institute of Procurement and Supply (CIPS) code of conduct for Procurement Office.	<a href="http://www.cips.org/">http://www.cips.org/</a>
Procurement Journey	Procedure	Guidance to support all levels of procurement activities and to help manage the expectations of stakeholders, customers and suppliers alike.	<a href="https://www.procurementjourney.scot/">https://www.procurementjourney.scot/</a>
Public Contracts (Scotland) Regulations 2015  Procurement (Scotland) Regulations 2016	Regulations	These regulations make provision for the purposes or co-ordinating the procurement procedures.	<a href="https://www.legislation.gov.uk/ssi/2015/446/contents">https://www.legislation.gov.uk/ssi/2015/446/contents</a>
Procurement Reform (Scotland) Act 2014	Act	Act to make provision about the procedures relating to the award of certain public contracts; to require certain authorities to produce procurement strategies / annual reports and for connected purposes.	<a href="https://www.legislation.gov.uk/asp/2014/12/contents">https://www.legislation.gov.uk/asp/2014/12/contents</a>
Public Contracts Scotland electronic tendering	Procedure	Public Contracts Scotland portal for all advertisement of goods, services and works	<a href="http://www.publiccontractsscotland.gov.uk/">http://www.publiccontractsscotland.gov.uk/</a>
Sustainable Procurement	Policy	To conduct tenders in an environmentally, socially, ethically and economically	<a href="https://www.gla.ac.uk/myglasgow/procurementoffice/sustainableprocurement/">https://www.gla.ac.uk/myglasgow/procurementoffice/sustainableprocurement/</a>



		responsible manner. Sustainable procurement programme. Supply chain code of conduct (APUC). Identify high risk categories through both Marrakech and DEFRA. Measure and monitor key strategic Contractors and Suppliers using EcoVadis Sustainability Index rating model.	
Modern Slavery Act 2015	Statement	Commitment to measuring and actively monitoring that modern slavery and human trafficking is not taking place in any parts of its operation within the University and its Supply Chain.	<a href="http://www.gla.ac.uk/services/procurementoffice">http://www.gla.ac.uk/services/procurementoffice</a>
Living Wage Policy	Policy	Promote Living Wage across all contracts.	<a href="https://www.gla.ac.uk/myglasgow/humanresources/all/pay/paygrading/livingwage/">https://www.gla.ac.uk/myglasgow/humanresources/all/pay/paygrading/livingwage/</a>
Electronic Watch Policy	Policy	Promote Electronic Watch Policy where applicable.	<a href="https://www.gla.ac.uk/myglasgow/procurementoffice/sustainableprocurement/">https://www.gla.ac.uk/myglasgow/procurementoffice/sustainableprocurement/</a>
Health & Safety at Work Act 1974  Health & Safety at Work Regulations 1999		Working in a safe environment, mitigation of risk.  Information, instruction, supervision, training aligned with the University's Health, Safety & Wellbeing policy.	<a href="https://www.gla.ac.uk/myglasgow/health/">https://www.gla.ac.uk/myglasgow/health/</a>
Community Benefits	Guidance	Promote Community Benefits where applicable (for example Capital Programme).	<a href="https://www.gla.ac.uk/myglasgow/procurementoffice/">https://www.gla.ac.uk/myglasgow/procurementoffice/</a>
Agresso Purchasing Officer Training	Procedure	Guidance of Agresso the UoG finance system.	<a href="https://www.gla.ac.uk/myglasgow/procurementoffice/">https://www.gla.ac.uk/myglasgow/procurementoffice/</a>
Contracts & Framework Agreements	Procedure	List of local and collaborative frameworks available for use by the UoG.	<a href="http://www.gla.ac.uk/services/procurementoffice/contracts-gem/">http://www.gla.ac.uk/services/procurementoffice/contracts-gem/</a>
New Supplier Request policy	Policy	Guidance to support new supplier(s) requests on Agresso.	<a href="https://www.gla.ac.uk/myglasgow/finance/downloadform/newsupplierprocess/">https://www.gla.ac.uk/myglasgow/finance/downloadform/newsupplierprocess/</a>
Scottish Procurement Handbook	Policy	Sets out the fundamental rules, behaviours and standards applicable to public procurement activity in Scotland.	<a href="https://www.gov.scot/publications/public-procurement-reform-programme-scottish-procurement-policy-handbook/">https://www.gov.scot/publications/public-procurement-reform-programme-scottish-procurement-policy-handbook/</a>
Supplier Charter	Policy	Joint statement between public sector buying organisations and Scottish	<a href="https://www.gov.scot/policies/public-sector-procurement/guidance-">https://www.gov.scot/policies/public-sector-procurement/guidance-</a>

		businesses to agree to work together to improve public sector procurement processes and dialogue.	suppliers/
Scottish Procurement Policy Notes (SPPN)	Guidance	Review and act in accordance with release of SPPNs.	<a href="http://www.gov.scot/Topics/Government/Procurement/policy/SPPNSSPANS/policy-notes">http://www.gov.scot/Topics/Government/Procurement/policy/SPPNSSPANS/policy-notes</a>
Signing Contracts	Guidance	Guidance to support the signing of contracts or framework agreements.	<a href="https://www.gla.ac.uk/myglasgow/procurementoffice/">https://www.gla.ac.uk/myglasgow/procurementoffice/</a>
Equality Act 2010 and Scottish Public Sector Equality Duty	Act	Act to make provision about the procedures relating to open, fair and transparent procedures.	<a href="https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/equalityact/">https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/equalityact/</a>
Procurement Records Retention Schedule	Schedule	Guidance to support Procurement retention records.	<a href="https://www.gla.ac.uk/myglasgow/procurementoffice/">https://www.gla.ac.uk/myglasgow/procurementoffice/</a>
Criminal Offences Act 2017	Act	Act of the Parliament of the United Kingdom that amends the Proceeds of Crime Act 2002 to expand the provisions for confiscating funds to deal with terrorist property and proceeds of tax evasion.	<a href="https://www.gla.ac.uk/myglasgow/financialregulations/section1overview/">https://www.gla.ac.uk/myglasgow/financialregulations/section1overview/</a>
Race Relations Amendment Act	Act	The Act banned racial discrimination in public places and made the promotion of hatred on the grounds of 'colour, race, or ethnic or national origins' an offence	<a href="https://www.gla.ac.uk/myglasgow/careers/careeroptions/options/diversityintheworkplace/">https://www.gla.ac.uk/myglasgow/careers/careeroptions/options/diversityintheworkplace/</a>

## 8. Conflict Of Interest

### 8.1 Potential Conflict of Interest for Auditors

A situation may exceptionally arise, where the University would like to employ one of its auditors (internal or external) to provide non-audit services. In this situation, in view of the possible conflict of interest involved, the Supplier will be required to set out how they would mitigate any conflict of interest, including perceived conflict. Additionally, approval of the Chair of Audit Committee will be required before any service contract is entered into.

### 8.2 Potential Conflict of Interest for Staff

Each member of staff is responsible for identifying situations in which they have a conflict of interest or where there is potential for a conflict of interest to arise. A conflict can be actual, potential, or perceived. A perceived conflict of interest is one which a reasonable person would consider likely to compromise objectivity. A potential conflict of interest is a situation which could develop into an actual or perceived conflict of interest. A conflict of interest may be financial or non-financial, or both.

Each member of staff must disclose to the University any situation in which they have identified a conflict of interest (actual or potential) as soon as possible after identifying the conflict of interest. If the conflict is potential, the member of staff must not wait until the conflict actually arises; they must disclose the potential conflict as soon as they identify it.

A member of staff shall make their disclosure to their Head of School, Head of College (or to the Chief Operating Officer in the case of members of staff in University Services) by completing a Conflicts of Interest Disclosure Form on the 'My Profile' section of CORE. [Conflict of Interest Policy](#). All conflict of interests during a Procurement tender process must be recorded in the Procurement "Tender Viewer" platform as well as "My Profile" section of CORE.

## 9. Signing Contracts

A contract is an agreement whereby an offer is accepted. A framework is an agreement with suppliers to establish terms governing contracts that may be awarded during the life of the agreement. Staff must not sign any contract or framework or verbally commit to any contract until they have assessed the status of the contract from the guidance provided in the Procurement Office web page under [Contract Signing](#), which lists various types of contract and details authorised signatories by value limits. In any cases of doubt contact the Procurement Office directly.

Letters of Intent (LOI) and Memorandum of Understandings (MOU) for the purchase of goods, services or works are strictly prohibited without written approval from the Executive Director of Finance. LOI and MOU are acceptable on the basis of future funded collaboration Agreements.

Students are strictly prohibited from signing any contract or framework or verbal commitment to any contract on behalf of the University.

The Procurement Office will hold the official signed Agreement, with a copy sent to the relevant department. The responsibility for Contract Management will remain with budget holder.

## 10. Responsibilities within Procurement Office (RACI):

Task	Stakeholder (PI)	Procurement	Finance / Systems	Legal
<b>Spend / Budget Approval:</b> Tender activity form Financial / Budget approval	AR AR	C I	C CR	I
<b>Procurement / Sourcing Strategy:</b> Compliance Opportunities Intelligence/Data	I C CRA	AR R AR	C C C	C A
<b>Pre-qualification / ITT:</b> Specifications Technical questions Commercial questions Terms & Conditions Instructions to Tender	AR AR CR CI C	C C AR AR AR	I I I I	C AR I
<b>Tender / Supplier assessment:</b> Overall Co-ordination Technical Commercial Financial	I AR CR CR	AR C AR AR	I C C	I C I
<b>Award Recommendation :</b> Creation of award report Approvals	I RC	AR AR	C C	C CI
<b>Contract Management:</b> Contract Preparation Contract negotiation Contract Award Purchase Order	CR CR CR AR	AR AR AR C	C I I IC	R C I I
<b>Contract &amp; Supplier Management:</b> C&SRM Toolkit Performance assessment Performance improvement	AR AR AR	RC RC RC	I I I	C I I
<b>Payment Process:</b> Goods receipt/acceptance Payment	AR I	IC I	I AR	CI CI

**R Responsible** (performs the activity)  
**A Accountable** (ultimately accountable)  
**C Consulted** (needs to feedback and contribute )  
**I Informed** (needs to know of the decision )



## 11. How we buy

11.1 For guidance to spend <£25k - [Procurements Less than £25k](#)

### Thresholds

<b>Expenditure including VAT</b>	<b>Public Contracts (Scotland) Regulations 2015 Procurement Reform Act 2014 Procurement (Scotland) Regulations 2016 Directives University Procurement Policy</b>
<b>Up to £999</b>	<b>One verbal quotation</b>
<b>£1000 to £2,999</b>	<b>One written quotation</b>
<b>£3,000 to £4,999</b>	<b>Two written quotations</b>
<b>£5,000 to £24,999</b>	<b>Three written quotations</b>
<b>Over £25,000</b>	<b>Find a Tender Service (FTS) procedure applies, refer to Procurement Office</b>
<b>Thresholds***</b>	
<b>*Spend &gt; £214,904 (Supplies and services) Inclusive VAT</b>	<b>FTS procedure applies, refer to Procurement Office</b>
<b>***Spend &gt; £50,000 (Supplies and services) Excl VAT</b>	<b>FTS procedure applies, refer to Procurement Office</b>
<b>Spend &gt; £5,372,609 (**works) Inclusive VAT</b>	<b>FTS procedure applies, refer to Procurement Office</b>
<b>*** Spend &gt; £2,000,000 (**works) Excl VAT</b>	<b>FTS procedure applies, refer to Procurement Office</b>

\* Spend is the total value the University expects to be payable under the term of the contract over 48 months. Where the contract is less than 48 months, the value is calculated based on each month's spend multiplied by 48. Where the requirement is a single standalone purchase, spend is calculated as total amount payable to the supplier for this purchase. If there are multiple number of contracts placed to make up a single large value purchase, the spend value should include the aggregate of all such contracts placed.

\*\*Works relates to building, design & build, refurbishments, minor works, all construction related activities including building works related consultancy.

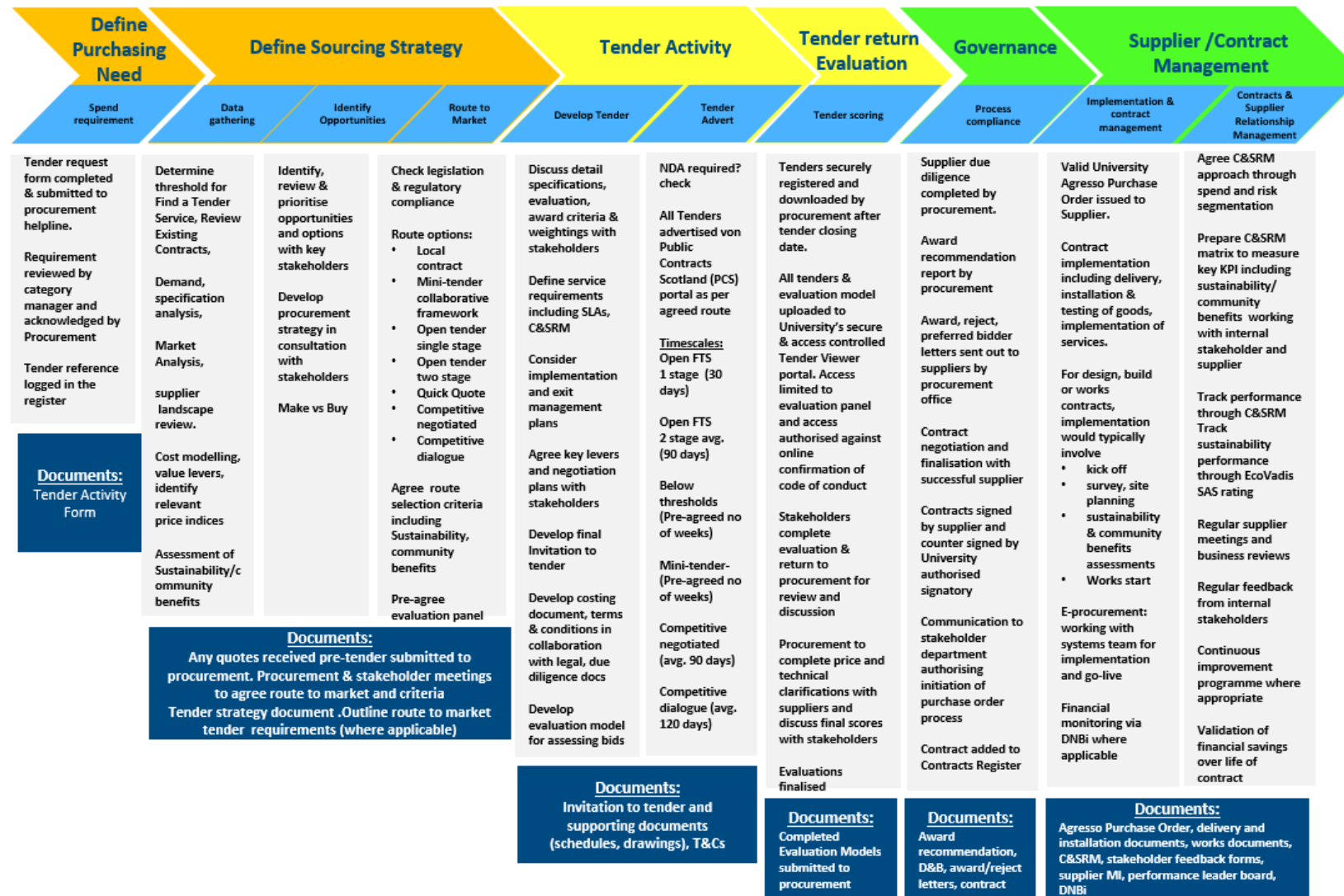
\*\*\* Thresholds are subject to amendment in accordance with the Public Contract (Scotland) 2015 Regulations, the Procurement Reform Act 2014, the Procurement (Scotland) Regulation 2016 and any other Directives.

## 11.2 For guidance to spend >£25k – refer to Procurement Office. Procurement Strategic Sourcing Journey



### Procurement Strategic Sourcing Journey > £25k

This guidance is designed to ensure Procurement compliance with current public procurement legislation.



Owner Procurement Office - Confidential

## 12. How we pay:

### NO PURCHASE ORDER NO PAYMENT

#### Payment terms and practices

It is our policy to pay all suppliers in accordance with agreed payment terms as set out in their contractual agreement or the University of Glasgow Purchase Order (PO). Standard payment terms will be made within thirty (30) days of receipt of a valid invoice by the University on the basis of:

1. Accurate & timely invoices
2. Valid Purchase Order number on each invoice
3. VAT on all invoices where applicable
4. E-invoicing capability as a minimum PDF invoices for all Suppliers (Target XML).

Estates & Buildings payment process

#### Applications, Invoicing and Payment Terms

The Contractor will be required to submit applications for payment in arrears for works completed to the satisfaction of the University in accordance with the Terms & Conditions. All applications for payment are to be agreed prior to submitting invoices. Value Added Tax, where applicable, shall be shown separately on all invoices as a strictly net extra charge. Each invoice shall be uniquely identified and shall specify the following minimum information:

##### MANDATORY

- Account Number
- Reference number
- ITEM Reference No. in pricing schedule
- Charges and total due including a deduction for any applicable discounts
- Total value excluding VAT
- Grand total

Invoices without all relevant information will not be processed.

Payment will be made to the Contractor within 30 days of receipt of a valid application supplemented with an invoice.

## 13. Working with Internal and External Stakeholders

Working collaboratively with internal Stakeholders	Working with external Stakeholders
<ul style="list-style-type: none"> <li>• Effective communication with Heads of Colleges, Heads of Finance and budget holders as required.</li> <li>• Seek feedback between ourselves and our Stakeholders for all high value greater than £190k on Find a Tender Service.</li> <li>• Actively review continuous improvement and lessons learned.</li> <li>• Create and develop procurement strategies to support budgets.</li> <li>• Provide effective training and guidance on procurement matters as required.</li> <li>• Work collaboratively with budget holders to test Whether you buy: What you buy; and How you buy.</li> <li>• Deliver Contract and Framework Agreements to support the University budgets.</li> <li>• Maximise Community Benefits.</li> <li>• Support all Stakeholders that require Contract &amp; Supplier Relationship Management (C&amp;SRM) with tailored key performance indicators (KPIs) for strategic suppliers.</li> <li>• Enhance Student experience &amp; provide support as required.</li> <li>• Provide effective advice, guidance and solutions for all tenders as required.</li> <li>• Positive engagement and participation at all Finance team meetings.</li> <li>• Positive engagement and participation at all Estate &amp; Buildings Finance team meetings.</li> <li>• Positive engagement and participation at all Sustainable Working Group meetings.</li> <li>• Positive engagement and participation at all Glasgow Student Village (GSV) Operational Board meetings.</li> <li>• Positive engagement and participation at all College Finance and Purchasing HUB Meetings.</li> </ul> <p>Positive engagement and participation at all Estates &amp; Campus Services monthly meetings.</p>	<ul style="list-style-type: none"> <li>• Deliver “value for money” the optimum combination of whole life cost and quality to meet the end user's requirement.</li> <li>• Support delivery of Service, Goods or Works as agreed.</li> <li>• Embed contract management with strategic suppliers.</li> <li>• Committed to building effective relationships that deliver innovative practices.</li> <li>• Continuous improvement.</li> <li>• Support all Stakeholders to implement Contract &amp; Supplier Relationship Management (C&amp;SRM) with key strategic suppliers.</li> <li>• Lead and implement collaborative Regional tendering activities as required.</li> <li>• Positive engagement to work collaboratively to create regional Framework / Contract Agreements (where appropriate).</li> <li>• Effective utilisation of regional/national collaborative Framework / Contract Agreements as required.</li> <li>• Maintain or enhance CIPS Procurement Excellence Standard Awards.</li> <li>• Maintain or enhance EcoVadis Sustainable Procurement Review Maintain or enhance PCIPS rating of Ranked No.1.</li> <li>• Positive engagement with APUC and participation at all Procurement Strategy Group (Universities) PSGU meetings.</li> <li>• Share best practice across HE and other Public sectors.</li> <li>• Support PROCUREX</li> <li>• Support COUP</li> <li>• Support HEPA</li> <li>• Awareness and recognition of Government Procurement Journey and subsequent Guidance through SPPNs.</li> </ul>



## 14. Training

All staff members that have been given delegated purchasing authority are required to attend in-house training courses ran by the Procurement Office. All purchasing must be performed in accordance with the requirements laid down in this statement of Procurement Policy and the Financial Handbook. The Procurement Office also provide guidance and advice to all Purchasing Officers as set out in the Guidance for Procurements less than £25k.

All Purchasing Officers must participate in the Procurement Office training programme and complete the Procurement written training exercise.

### Training for Purchasing and Corporate Cards

To obtain Purchase Authority it is mandatory to complete all card training requirements on Moodle and clearly understanding the guidance documents on the use of the University card programme.

## Further Information

For further information about the Procurement Policy, please contact the Procurement Office [finance-procurementhelpline@glasgow.ac.uk](mailto:finance-procurementhelpline@glasgow.ac.uk).