

NEW PROCESS! 1 AUGUST 2023

The Purchase to Pay (P2P) process is changing!

What is changing



- Obtain competitive quotes for spend £2.5k and above
- Involve the Purchasing Department in any spend £125k and above
- Use the simplified Request for Quote process for purchases between £25k and £125k
- Use the new risk-based approach to refer non-standard contract T&Cs to the Purchasing Department

Benefits of the changes:

- Simplified process
- Promotes competition
- Improves efficiency and compliance
- Adjusts for inflation
- Ensures value for money achieved

What you need to do

- Familiarise yourself with the new thresholds and processes
- Contact your Department's Finance Team if unsure

New key resources:

- Quotation Evaluation form
- Single Quote Justification <£125k form
- Contract value guidance
- Non-standard T&Cs referral list
- Request for Quote £25k - £125k template

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[New key resources](#)

