

# Basic Introduction to the Procurement Manual & the Procure to Pay Cycle



**Adding Value Through Partnership,  
Innovation and Excellence**



**GIG  
CYMRU  
NHS  
WALES**

Partneriaeth  
Cydwasaethau  
Gwasanaethau Caffael  
Shared Services  
Partnership  
Procurement Services

# What to consider when a purchase is required?

## Planning Checklist

- Is this a priority for your organisation?
- Considered the Wellbeing and Future Generations 7 Objectives.
- Checked if there are Welsh Language Implications.
- Who should be involved internally.
- Are there any external influences.
- Check resources are available to support the preferred timescales.
- Consulted with your Finance Business Partner.
- Checked if a Business Case is required.
- Consulted with Procurement Service Team to describe what you need, confirm you have the money, advise when you need it by and any known potential suppliers.

## Competition requirements

Goods / Services / Works – Whole Life Cost Contract Value (Excluding VAT)	Minimum Competition (Subject to the existence of suitable suppliers)	Timescales (Excluding planning, preparation, and implementation)	Contract Form
➤ <b>£5,000</b>	Evidence of value for money	1-5 Working Days	Purchase Order
➤ <b>£5,000 to £25,000</b>	Evidence of 3 Quotations	1-4 Weeks	Simple form of contract / purchase order
➤ <b>£25,001 – Prevailing threshold OJEU Threshold</b>	Openly advertised call for competition	2 – 4 Weeks	Formal contract and Purchase order
➤ <b>OJEU Threshold</b>	Openly advertised call for competition	Minimum 4 months, maximum 12-18 Months	Formal contract and Purchase order

# What else does the guide include?

## Good Practice Tips!



Do's



Don'ts

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NHS Wales

## Purchasing Compliance Guide



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## Tools and Information Page

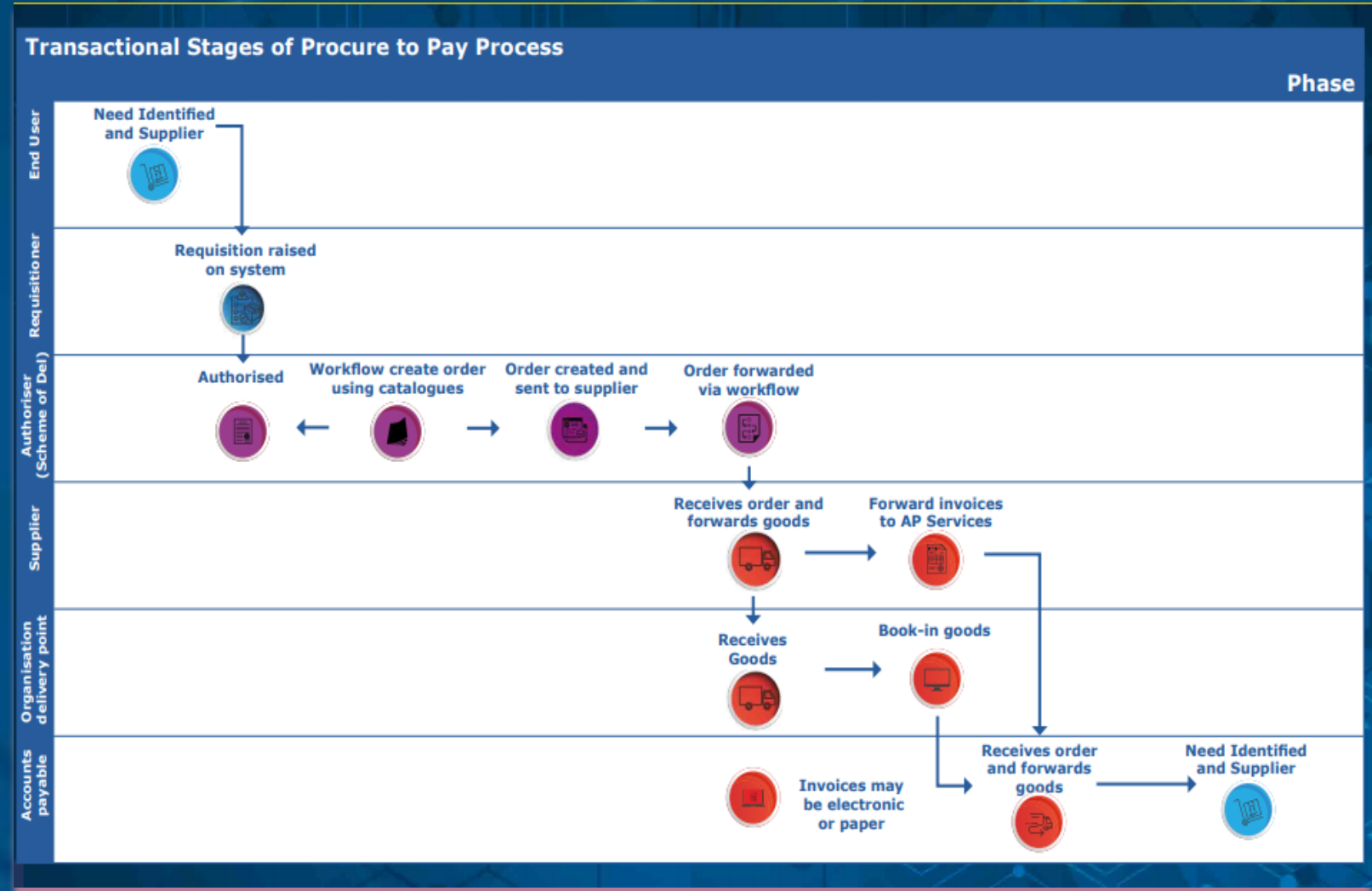
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# Procure to Pay Process Overview

The P2P Policy ensures that NHS Wales only pays for goods, services and works which have been authorised in accordance with the NHS Wales Procurement rules and Standard Financial Instructions before receiving an invoice. It also ensures invoices received by the NHS Wales Accounts Payable Teams can process efficiently to minimise delays to suppliers and contractors. Invoices received by the NHS Wales Accounts Payable Team without a valid PO number will delay payments to the suppliers.

Contact Email Address for ORACLE support:  
[ABM.financesystems@wales.nhs.uk](mailto:ABM.financesystems@wales.nhs.uk)



# Single Quotations (SQA) or Tender (STA) Applications

It is recognised that in exceptional circumstances an alternative process to undertaking a competition may be appropriate e.g. buying from a single supplier, due to a special character of the firm or a proprietary item or service of a special character. Such circumstances may include:

- Follow-up work where a supplier has already undertaken initial work in the same area (and where the initial work was awarded from open competition)
- A technical compatibility issue which needs to be met e.g. specific equipment required, or compliance with a warranty clause
- A need to retain a particular contractor for genuine business continuity issues (not just preferences) e.g. to address additional matters not originally known at the outset.
- An interim agreement prior to joining an all Wales collaborative agreement. Written confirmation must be provided by the Procurement Service confirming local agreements will be replaced by an all Wales competition/National strategy and how best value will continue to be delivered.