



Policy & Performance
Chief Executive's Department
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Date

Dear Supplier

E Procurement & Trading With Warwickshire County Council

I am writing to inform you that Warwickshire County Council will shortly be able to trade with its suppliers electronically. Electronic trading is faster and more efficient than conventional purchasing methods and should reduce transaction costs for both the County Council and our suppliers.

In order that we can start to enjoy the benefits of trading electronically we need to validate (and potentially add) information to the records we currently hold about our suppliers. We would therefore be grateful if you could complete the enclosed Supplier Data Capture Form and BACS form (if Warwickshire County Council is not already paying you by BACS transfer), so that we may update our supplier records. ***Please note that when returning the form/s you MUST do so under cover of a letter written on company letter headed paper and signed by a responsible officer from within your company.***

Our e-procurement systems are based on simple electronic solutions and initially all you need to get involved is a live e-mail address or fax number to which we can send orders: In the longer term, as we start to develop the capability to receive invoices from our suppliers in an electronic format, there may be other technology implications that arise but we will be discussing these with you as soon as our requirements are clearer. I would therefore encourage you not to purchase any software specifically to trade with Warwickshire County Council at this stage, as it is **NOT REQUIRED**.

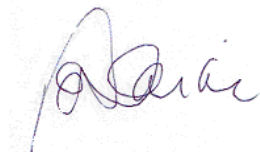
Please be aware that whilst the County Council will continue to send paper orders to those suppliers without e-mail / fax addresses our preference is to move towards electronic solutions and in the longer term the County Council may look more favourably on those suppliers who are able to work with us to embrace the opportunities offered by electronic trading.

It is our intention to start sending electronic orders from 1st January 2006 and it would therefore be helpful if you could reply within 2 weeks of receiving this letter in order that we can update our systems.

Please note that Warwickshire County Council will be using standard e-mail to send orders and as with all standard e-mails, we cannot guarantee the security of the information contained in the orders whilst they are being transmitted via the internet. By engaging in electronic procurement with the County Council you give your consent to the information you, your company or your firm provides being transmitted via the internet and you understand that the County Council will not guarantee the security of such information. You further agree that the County Council shall not be liable for any losses or damages suffered directly or indirectly by yourself or any third party as a result of information provided by you, your company or your firm being transmitted via the Internet.

If you have any questions or require further assistance please do not hesitate to contact me by e-mail at procurement@warwickshire.gov.uk There is also more information relating to the County Council's e-procurement agenda which can be viewed on our website at www.warwickshire.gov.uk/procurement in the News and Events section.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Paul White', is positioned above the printed name and title.

Paul White
County Procurement Manager

Standard Supplier Data Capture Form

1	If you know your Warwickshire County Council (WCC) Unique Supplier Number please include here <i>If a new supplier please disregard this field</i>	
2	Company name	
3	Company address (if more than 1 trading address with WCC, please include additional address details in the additional information field – number 15 - below)	
4	Company Number:	
5	VAT Registration Number	
6	Charity Number (If applicable):	
7	Telephone Number	
8	Fax Number	
9	General company e mail address	
10	Web Site address	
11	Warwickshire County Councils preferred method for sending orders is electronically attached to an e mail. Please detail the e mail address we should use to send orders to your company	
12	If you are unable to receive e mail orders but are able to receive fax orders please detail the appropriate fax number here.	

Note if your company is unable to receive either a faxed or e mailed order we will still send orders by post in the short / medium term

13	In order to improve efficiency, we wish to send remittance advice notes to our suppliers electronically. Please detail the e mail address to which Warwickshire County Council should send remittance advice notes	
14	If your company has developed the capability to send invoices to purchasers electronically please detail your companies solution here	
15	Additional Information	

I authorise Warwickshire County Council to use these details and agree to orders being sent to me using standard e-mails/fax

Signed

Position within Company.....

