

# Supplier Information Pack Procurement Hub



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## Our vision and mission

At Procurement Hub, we have over 700 public sector members, including local authorities, NHS Trusts, housing, education and blue light.

Procurement Hub is part of Places for People the UK's leading Social Enterprise. Places for People are responsible for more than 200,000 properties and over 120 leisure centres across the UK, so we know our stuff when it comes to procurement.

# Procurement made simple.

**To be the best procurement partner to our members, always acting with professionalism, integrity, and honesty — a commercial business with a social heart.**



## Our core values

Our approach to procurement is underpinned by our six core values. At Procurement Hub, we are proud to celebrate successes, call out unethical procurement and drive high standards within public sector procurement.



### Transparency

Open, honest and clear.



### Integrity

We do the right thing,  
all the time.



### Simplicity

We make procurement simple.



### Innovation

More than just new ideas,  
we create a better outcome.



### Expertise

It's not just about being  
knowledgeable. It's having  
the know-how and ability  
to improve things.



### Strategic thinking

We approach things differently,  
and drive change with  
consideration in procurement.



## All about us

- ✓ We are a contracting authority in our own right, this means we are a Customer and understand the sector.
- ✓ Procurement Hub provide you with a dedicated Supplier Relationship Manager.
- ✓ A wide range of procurement solutions including Frameworks and DPS.
- ✓ We actively market and promote our solutions to become an additional sales resource for your organisation.
- ✓ Wide range of public sector members.
- ✓ We manage over £1.2 billion public sector contracts.
- ✓ Low fees between 0.15% and 2%.
- ✓ We are a commercial business with a social heart.

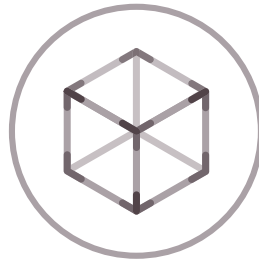


## Our solutions

We bring together the top suppliers, consultants and contractors. With a range of frameworks and innovative and flexible dynamic purchasing systems, we can help you get projects off the ground quickly and easily.

As a Procurement Hub supplier, you benefit from low fees between 0.5–2% which varies based on solution. We're transparent about the fees we charge, and you can find the solution fee at the top of every solution page.

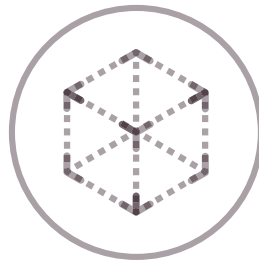
For more information, about our solutions please visit our website [www.procurementhub.co.uk/our-solutions/current-solutions](http://www.procurementhub.co.uk/our-solutions/current-solutions)



### Frameworks

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- Major Projects 2 (MPF2)
- Strategic Asset Management Services
- Appliances
- Furniture and Furnishings



### Dynamic Purchasing System

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- Compliance
- Construction Works
- Legal Services
- Consultancy
- Specialist Contractors
- Property Works
- Development Contractors
- Building Materials
- Fire Safety
- Strategic Materials



## Giving Back

Procurement Hub is a commercially sensitive organisation. We strive to do things differently with a more social purpose. Any surplus income we generate is reinvested into social housing, social value and charitable projects.

Working alongside our selected charities along with our members and supply chain, we aim to make a significant contribution to charity every year. We've donated over £1,000,000 to our charity partners, and we're committed to making a significant impact each year.

As a Procurement Hub supplier, you can help make a difference.

**We're  
Giving  
Back >**

***...so others  
can move  
forward.***

### Our charities include:

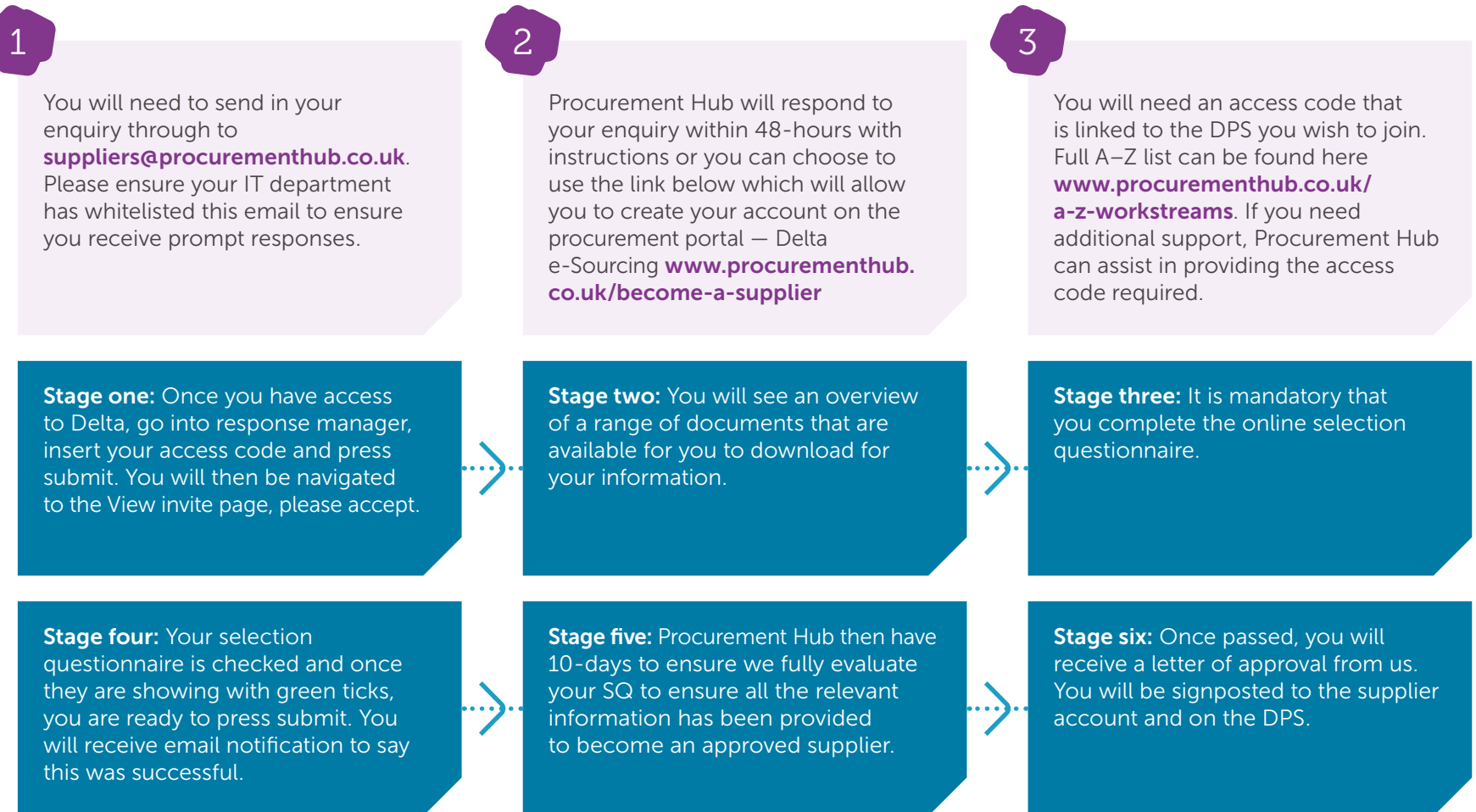


**...and many more.**



# How to sign up for a DPS

## How to access Delta



### Welcome aboard...you're on!

**Please note:** The timeline for completion will take around 2-weeks, however this can increase depending on the SQ completion and any queries that may arise. Frameworks are sole supply and therefore typically are only renewed every 4-years.





# Management Information Fee

All you need to know about the Management Information Fee:

- The Management Information Fee is the fee agreed and signed for in your contract.
- Your fee is calculated at the agreed % on any income received net of VAT.
- We do not charge our fee on any invoices that have not yet been paid to you from your Customers.
- If you work on a 'no PO, no pay' policy, we will require you to supply the correct Purchase Order number to prevent any delays in payment.

## Our requirements from you as the supplier

- ✓ Procurement Hub work 1 Quarter in arrears. This gives you chance as a supplier to obtain payment for the invoices you have submitted.
- ✓ Each Quarter, your Supplier Relationship Manager will request that you submit this data within a 5-day window.
- ✓ Please submit your data via email. A template can be provided to assist in your response upon request.
- ✓ If you have not submitted your data within the requested timeframe, your SRM will make contact via email or phone to discuss any reasons for delay.
- ✓ We understand that some quarters may not have seen any return due to contractual delays. In this instance, we will still require a response stating nil income received.
- ✓ Any nil income responses are subject to spot checks to ensure full transparency.
- ✓ You may be requested to provide copy invoices as supporting documentation.

### Quarters explained

1

In July, your SRM will request your submission on all income received in April, May and June.

2

In October, your SRM will request your submission on all income received in July, August and September.

3

In January, your SRM will request your submission on all income received in October, November and December.

4

In April, your SRM will request your submission on all income received in January, February and March.



## Marketing guidelines

As a Procurement Hub supplier, we encourage you to actively promote your position on our DPS or Framework solutions. This allows for existing and potential members to be aware of the services you can offer.

You can follow us on LinkedIn at



It's great to promote your organisation and we would encourage you to do so.

If you would like to create a press release to announce your appointment, project wins or to promote work you have done in the form of case studies, please ensure the following:

- All press releases and written content are shared with us before distributing them, so that we can fact check.
- The approved supplier logo is used when promoting your organisation and comply to our brand guidelines.
- You only refer to the goods and services that you offer and are available under the terms of your agreement you have been awarded onto.
- You create PR or case studies which show benefit to members.
- Once approved, we are tagged in any social media content so we can share.

You can find our full Supplier Marketing Guidelines here [suppliers.procurermenthub.co.uk/resources](https://suppliers.procurermenthub.co.uk/resources)



## Meet the team



**Sacha Whalley**  
Supplier Relationship Manager

As your Supplier Relationship Manager, I'm here to build solid relationships with our Procurement Hub suppliers. I'll be here as your main communication channel for supplier queries, opportunities and suggestions."

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## FAQs

You can find more questions and answers over on our website.

### **If a Procurement Hub member wants to use the DPS, is it free for them?**

Absolutely! We don't charge the Customer directly for anything. Once you have won the contract, this is subject to our Management Information fee. It is down to you as the supplier if you incorporate this in your pricing to absorb the cost, but there will be no direct cost to our members from Procurement Hub.

### **Is there a Pipeline of potential opportunities?**

Yes, we do have a pipeline, but we hold off until the members are ready and comfortable in releasing information. We have a dedicated team of Client Relationship Mangers engaging with members regularly who are always on the lookout for potential opportunities. When members decide to use us, we will issue a call off for competition including the wants and needs along with any specific requirements.

### **How quickly can someone be appointed via Procurement Hub?**

This depends on if it's a DPS or Framework. Once the DPS is up and running it can be a couple of days after the supplier has passed the application process. To establish the DPS initially, this will take 30-days. Frameworks will take longer; this is due to the legal process which can take a minimum of 60-days to be open to suppliers.

### **Who can use Procurement Hub solutions?**

All public sector organisations who sign up for free to become a Procurement Hub member.



PROCUREMENT



Contact us on 0845 266 7629  
[www.procurementhub.co.uk](http://www.procurementhub.co.uk)



theprocurementhub



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**Procurement Hub**

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