Ministry of Defence

Contracting, Purchasing & Finance (CP&F) will **affect all suppliers involved in MOD procurement...**

Contracting Purchasing and Finance

All suppliers who have a contract with the MOD need to be aware of the changes that are being made to the current procurement system and processes. If you use P2P, DCO or AWARD, if you are involved with contract management or ITT then you must ensure that you understand the following:
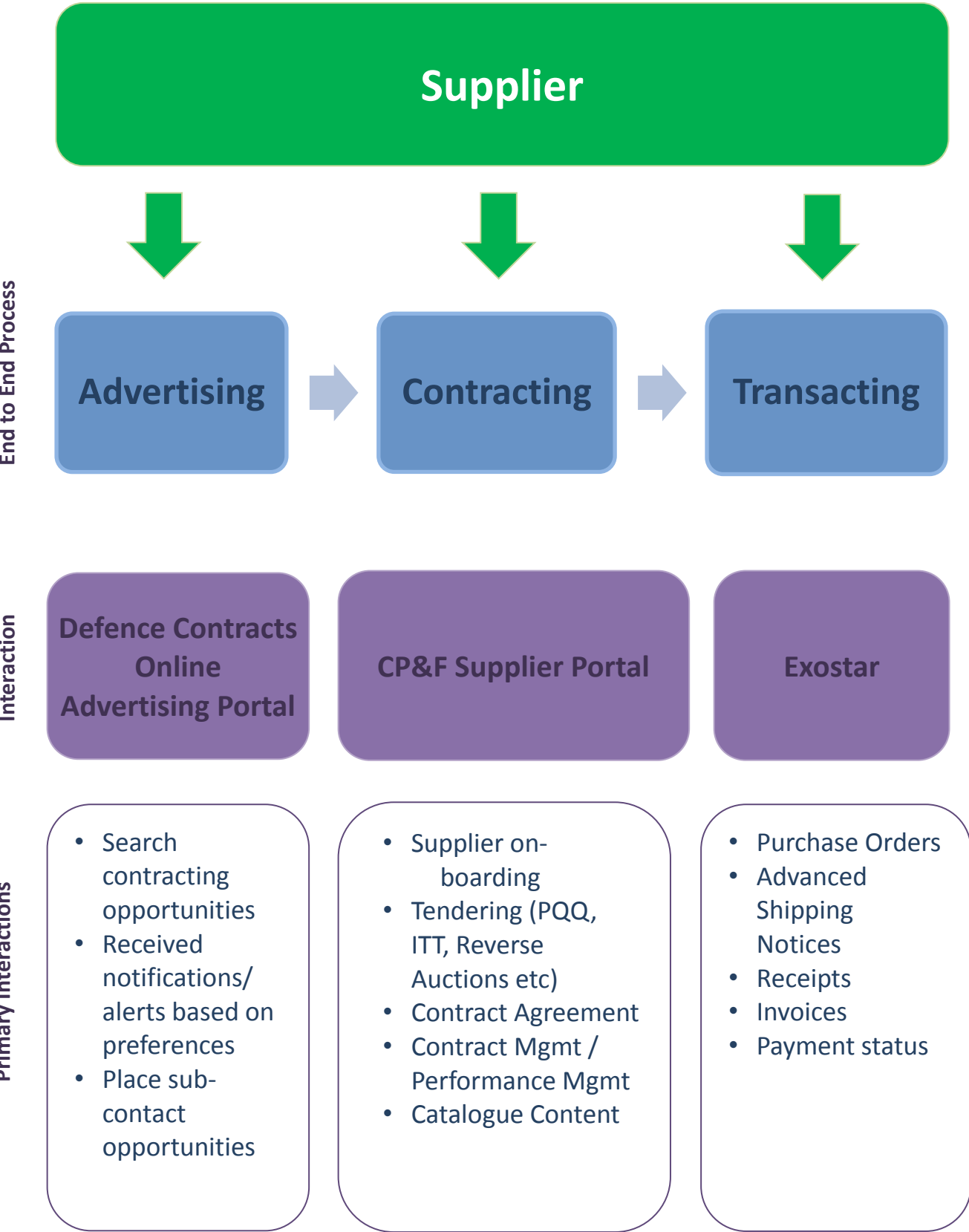
The Ministry of Defence is currently developing a replacement system for its existing procurement tools. The new system will provide a single end to end capability which will enable significant opportunities for both the MOD and Suppliers in terms of improved contract visibility and management. Processes will also be more efficient and effective, reliable and timely resulting in better Management Information. It will deliver a significant step towards the Government direction to ensure all procurement action is electronically conducted by 2017. All existing paper processes will be replaced.

Overview: The new system is called 'Contracting, Purchasing and Finance' (CP&F).There are three main stages known as 'Releases' prior to CP&F reaching it full operating capability. Release 1 only affected MOD employee's and went live on 30th September 15. Release 2 is planned for late autumn 2016; this will launch the finance and purchasing elements of CP&F. The sourcing and contract management elements will be encompassed at Release 3 scheduled for winter 2016. CP&F will interface with existing inventory management systems. Adverts will continue to be issued through Defence Contracts Online.

There will be minimal change for Suppliers at Release 2. At Release 3, Suppliers will be able to log directly into the system and interact electronically with the MOD.

The MOD will work with suppliers to ensure any changes and disruption to business operations is kept to an absolute minimum.

CP&F from a Suppliers Perspective: Suppliers will interface with specific tools tailored to the activity being performed.

Supplier

End to End Process

Advertising → **Contracting** → **Transacting**

Interaction

Defence Contracts Online Advertising Portal	CP&F Supplier Portal	Exostar

Primary Interactions

- Search contracting opportunities
- Received notifications/ alerts based on preferences
- Place sub-contact opportunities

- Supplier on-boarding
- Tendering (PQQ, ITT, Reverse Auctions etc)
- Contract Agreement
- Contract Mgmt / Performance Mgmt
- Catalogue Content

- Purchase Orders
- Advanced Shipping Notices
- Receipts
- Invoices
- Payment status

Data Preparation: Data will need to be prepared for migration from the existing e-Procurement tools to CP&F, which will be completed centrally. The MOD will also migrate all existing paper based contracts . If the data is on a system then the data quality will be assured by the MOD.

R2 Initial Capability Late Autumn 2016	R3 Full Operating Capability Winter 2016
Revised Catalogue upload process (internal MOD change) Define and implement changes for "Directly Connected Suppliers" Revised Supplier On-boarding process (direct to Exostar)	Revised ITT/PQQ submission processed Suppliers manage their own company's access to CP&F via a new User Portal Suppliers manage their own catalogue uploads
Prior to R2 we will require some suppliers to assist with: • Ensuring the new web site delivers an appropriate communications portal • Defining implications and changes required for direct connections (HTTPS, EDI VAN etc.). These suppliers will be engaged directly by the MOD project team. • Test the revised on-boarding process to ensure it is fit for purpose • Test the revised support solution from DBS	Prior to R3 we will require some suppliers to assist with: • Testing the revised on-boarding process to ensure it is fit for purpose • Setting up CP&F User accounts • Testing the new Catalogue upload process • Testing the revised supplier training documentation and revised support solution from DBS

Training: As CP&F is a new system training will be available to suppliers prior to Release 3. This is currently being developed and suppliers will be notified once this training is available.

Support: will be provided through a single point of contact via the MOD Shared Service Centre.

Point of Contact: All the questions related to CP&F should be directed to the CP&F Team: DefComrclCPF-BTT@mod.uk