



University of East Anglia

Information Services Directorate

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28 April 2017

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_17-086)

We have now considered your request of 04 April 2017 for information relating to electronic procurement systems.

Our response is on pages 2-4 of this letter, together with a copy of your request.

We hope this information will meet your requirements, however if you are not satisfied you have the right of appeal. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

https://ico.org.uk/Global/contact_us, or by telephone on 0303 123 1113.

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Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Dave Palmer
Information Policy and Compliance Manager
University of East Anglia

Response to Freedom of Information Act 2000 request (FOI_17-086)

This Freedom of Information request concerns eProcurement systems (electronic procurement systems) used by The University of East Anglia. This includes any/all software tools used by the University within the procurement department to facilitate the sourcing and purchasing of goods and/or services used by the University. This information gathering exercise is being carried out to assess the efficiency and value achieved by the University in its procurement activities.

Where different and distinct systems are in use at separate University sites, please disclose this. Where this is the case, please answer the following sections in a site-specific format.

Where any/all of the procurement functions are outsourced to another party/parties (e.g. a private company) please disclose the structure of this relationship.

1. Does the University have/have use of an eProcurement system(s)? If so, please name the provider(s).

Yes, the University uses Parabolis, and the provider is EGS.

2. What is the length (in years) of the contract(s) in place with such provider(s)?

Initially the University used the contract tendered by the Southern Universities Purchasing Consortia. When this came an end the contract was renewed for a further 4 years via a single action tender process.

3. What is the end/renewal date (dd/mm/yyyy) of the contract(s)?

31/12/2019

4. What Finance/E.R.P (enterprise resource planning) system does the University use?

Agresso Business World

5. How many members of staff work in the procurement/purchasing department(s) at the University?

4.6 FTE

6. How many members of staff across the University have permission/access to raise requisitions and purchase orders through the eProcurement system(s) in place? (estimate)

As of 28 April, 1530 staff have permission to raise requisition and purchase orders.

7. Please provide details of the University's Head of Procurement (name, email address and phone number) or equivalent job role

Details can be found on our website at <https://portal.uea.ac.uk/procurement/meet-the-team>

The following section of this FOI request concerns the capability of any/all eProcurement systems being used by the University

1. Does the system(s) in place cover the sourcing (auctioning/tendering) of goods/services used by the University?

No, the university uses a separate electronic system for this function (InTend).

2. Does the system(s) in place cover the management of contracts with chosen suppliers?

No

3. Does the system(s) in place cover the enablement of electronic catalogues to allow buyers within the University to purchase goods/services sourced by the University

Yes

4. Does the system(s) in place cover the payment to suppliers for goods/services sourced by the University? This includes the management of electronic Purchase Orders, Goods Receipts and Invoices.

Yes, except for invoices.

5. Does the system(s) in place cover the management of supplier relationships and performance

No

6. Does the system(s) in place have the capability to analyse current and/or historical procurement spend by the University?

Yes

7. Does the system(s) in place have the capability to report and demonstrate data relating to procurement spend by the University?

Yes

8. *Does the system(s) in place have the capability to integrate with the Finance/E.R.P (enterprise resource planning) system?*

Yes

9. *Are updates (free or paid) offered for the incumbent system(s), either on a regular or irregular basis?*

Yes

10. *Are there any formalised projects or initiatives currently underway to review/upgrade current procurement practices within the University? If yes, please provide details.*

No