

Business World

Staff update



Business World in Focus | Issue 4 | 29 March 2017

Welcome to this Business World update which focuses on **how we buy goods and services**.

Business World (BW) will bring many changes and benefits to the way we do business, both across the Council and externally with our suppliers. This includes a new way of ordering goods, services and works.

Requisition Stage

- A **Requisition** is the first step within Business World to create a purchase order and anyone who is able to access Business World will be able to raise a requisition.
- In Business World, these will be raised using **products** defined in the system based on our existing suppliers' products and services.
- The product screens are similar to online shopping and are therefore quite different to our current system, Proactis.

Authorisation Stage

- Business World workflow will automatically direct the requisition to the appropriate budget manager linked to the cost centre for authorisation.
- Following authorisation, the purchase order will be generated and issued to the supplier.

Goods Receipting

- Goods and services should be receipted or if returned, processed as such within Business World.
- This enables automated three-way matching of the purchase order - goods received – invoice to be paid.
- The introduction of intelligent scanning will enable automated processing of invoices for payment should goods receipting be undertaken.
- In certain services, there may be a requirement to set up specific arrangements for the management of requisitioning to ensure this is done efficiently.

Business World Products

- The standard Business World functionality means users will select from the pre-approved **products** set up in the system.
- If the product is not available in the product choices within Business World, users can complete a new **Business World Supplier /Product Request Form**. This will be workflowed to the central purchasing team who will co-ordinate the new process to review, source and add (where appropriate) the new product into Business World.

It is recognised that there is likely be a high demand for the set-up of products in the early stages of go-live so we would ask staff to be patient during this time.

Requesting a New Supplier

- There will also be a new way of requesting the creation of a new supplier.
- A **Supplier/Product Request Form** should be completed. In a similar way to a request for a new product, this will be workflowed to the central purchasing team for review and approval.

Requisition Journey Flow Chart

- A flow chart that sets out the requisition journey is available to download from the [intranet](#).
- eLearning modules on the different processes are also available within [SBLearn](#).

Change to stationery provider

- From 3 April, the Council's stationery and office paper supplier will change from Office Depot to Lyreco. Business World will contain a punchout facility that will allow all orders to be routed to an online catalogue containing over 2,000 stationery items.
- A minimum order value of £30.00 has been set along with fixed delivery days each week on Tuesdays and Thursdays. This is to help with further efficiencies across ordering and deliveries.
- The change of contract will save the Council around 15% on our total spend on stationery and paper e.g. a box of A4 White 80gsm paper will reduce from £9.77 to £7.05 per box, a saving of over 25% on our standard paper costs.

If you have any queries about the changes, contact the Procurement Team at: procurement@scotborders.gov.uk

New Supplier Portal – going live this summer

- This summer we will phase in a **Supplier Portal** which will let our trade suppliers self-serve the update of their business related information e.g. change of email address.
- Suppliers will be able to access their supplier record through the Portal and make any changes, which are then routed to us for approval.
- The Portal will also allow suppliers to view the status details of their invoices to the Council and payments against these.
- It will even let suppliers receive their order, and then once they have provided the goods or services, 'flip' that order into an invoice.

Business World's new processes provide benefits which mean that:

- ✓ The Council can properly manage its expenditure; goods and services are not purchased off contract and we don't pay more than is necessary.
- ✓ Improved robustness in the treatment of VAT.
- ✓ The process to create new products and suppliers means that we should only need to work with the minimum number of suppliers. This will reduce the volume and management of suppliers, number of payments made and ensure we focus all our purchases on the corporate contracts which is one way of achieving financial efficiencies right across the organisation.
- ✓ The Portal will improve the robustness and quality of supplier information which is very important for both the Council and our suppliers.
- ✓ Self-service via the Portal provides suppliers the opportunity to manage their orders from us, speed up payment of their order and directly access up to date information on the progress of their payment - a fantastic benefit for both our suppliers and the Council.

Key Dates

- 31 March - Last day for banking cheques for financial year 2016/17.

- 1 April - Cut-over to Business World takes place.
- 3 April - Launch of Business World across the Council.

Remember

- If you manage staff with no IT access, can you please ensure that they get access to this update and where to find [previous versions](#).
- You can also find out more at: www.scotborders.gov.uk/BusinessWorld where you can see how the system is going to look and [check out our FAQs](#).
- eLearning training is available through [SBLearn](#).

Contact the team

If you have any questions about Business World that haven't been answered by information on the [website](#) or our [FAQs](#), please email: businessworld@scotborders.gov.uk

Regards,
Business World Project Team

w: www.scotborders.gov.uk/businessworld

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