



SELLING TO THE MORAY COUNCIL

The Moray Council continually seeks to improve the way in which it operates in order to deliver best value and quality services to the community. We are working to address barriers to business by consulting and operating effective procurement practices that ensure a varied and competitive marketplace for business organisations of all sizes.

We are committed to improving fairness and transparency in the way we procure and we recognise the need to simplify and standardise our processes to ensure consistency and to help minimise costs to suppliers.

The Moray Procurement Initiative is a package of projects designed to provide and co-ordinate improvements to the Council's procurement processes. We have already implemented a number of improvements:

- An electronic order to pay system
- The use of Purchasing Cards
- Advertising contract opportunities electronically via www.publiccontractsscotland.gov.uk
- The use of Constructionline as the council's pre qualification assessment tool.

These improvements will provide benefits to suppliers by ensuring:

- A more open mechanism to raise awareness of our contract opportunities
- A quicker, more efficient method of order processing by e-mail or fax
- A maximum 30 day payment process for payment by BACS
- A 4 day payment process for payment by Purchasing Card
- A more robust and compliant process in line with National and European regulations

Two important aspects of the initiative are the adoption of the Scottish Executive's **Suppliers' Charter**, which sets out in clear terms the national commitment to suppliers and the **Code of Conduct**, which sets out in clear terms a suppliers commitment to doing business with the Moray Council.

The **Suppliers' Charter** can be access from the Scottish Governments or the Moray Council website, or you can contact Payments section 01343 563137 for a copy. The **Code of Conduct** is attached.

By returning the relevant enclosed information sheet (Appendix 1 and/or Appendix 2), we will assume your agreement with the Code of Conduct and we will complete the process to set you up as a supplier/contractor for The Moray Council.

Business with the Moray Council will not be conducted until the Appendix 1 and /or Appendix 2 has been returned fully completed.

Procurement Contact Numbers

Payments Helpline (for queries relating to payment)
01343 563144

Procurement Helpline (for queries regarding corporate guidance and supplier approval)
01343 563137

Electronic Order Helpline (for queries relating to receipt of electronic orders)
01343 563453

NB - Queries relating to the content of an order **should** be discussed directly with the originating department



MORAY COUNCIL CODE OF CONDUCT

- All suppliers **MUST** adhere to the Code of Conduct.
 - All new suppliers must complete and return standard supplier information as per the attached form APPENDIX 1, to enable the council to process orders for goods and services.
 - Suppliers **MUST NOT** accept instructions from the Moray Council without an official purchase order number or contract arrangement.
 - Purchase order numbers **MUST** be quoted on all invoices.
 - If you are a Supplier under a construction contract, you will not necessarily need, or be given a Purchase order number.
 - Suppliers should take note of the invoice location, which should be found on all orders. In most cases invoices should be sent directly to Payments Section but there may be exceptions to this rule, where manual authorisation by of an invoice, by a department is required prior to processing
 - All suppliers/contractors are advised to register with www.publiccontractsscotland.gov.uk - a free service which the council uses to advertise their contract opportunities.
 - Construction suppliers/contractors are advised to register with Constructionline (tel: 0870 240 0152), www.constructionline.co.uk - as the council will be using this service as a pre qualification assessment for contracted construction spend.
 - Construction suppliers/contractors are asked to ensure that their Construction Industry scheme registration is also up to date with HMR&C, as payment will be made according to the rules introduced on 6th April 2007.
 - Construction Industry Sub Contractors must be registered with HMR&C and must complete both APPENDIX 1 and APPENDIX 2 and forward them prior to work commencing /acceptance of tender /contract.
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