

All MOD Suppliers

NOTIFICATION OF REVISED DATES FOR SYSTEM DOWN TIME FOR TRANSITION TO THE MOD'S NEW CONTRACTING, PURCHASING & FINANCE SYSTEM.

1. The Ministry of Defence (MOD) is introducing a fully online, end to end procurement system, providing full visibility of procurement activity and introducing a much more efficient and effective process for the Department and Suppliers alike. The new system is called Contracting, Purchasing and Finance (CP&F).
2. Previously you were advised of system down time to enable the transition of existing systems and data to CP&F. This letter is to formally notify you of changes to those dates and to confirm revised system unavailability timelines.
3. The revised P2P down time and CP&F Go live dates are now: Switch off P2P at **18:00hrs on 27 October 2016 – Switch On CP&F 18 November 2016.**
4. Updates to future capability delivery and implications for suppliers will be communicated in due course.

During system Down Time

5. During the system downtime, the MOD will not be able to process any electronic or paper invoices, new orders or receipts on P2P. Consequently, Contractual and other payments will be deferred until after the CP&F Release 2 'Go-Live' date. This will affect **ALL** Suppliers transacting with the MOD, including those transacting electronically (P2P) and with paper forms (AG173, MOD 640 etc.).
6. The MOD is making every effort to minimise the impact on Suppliers and will ensure it meets its contractual and legal obligations but should these arrangements cause you any difficulty, you should contact your MOD Commercial Officer as soon as possible and agree a course of action.

Delivery and Invoicing

7. Suppliers can still deliver goods and services in accordance with contractual arrangements and those trading via Exostar and on paper based contracts can continue to submit invoices during this time - the invoices will go on hold until MOD can process them on the new CP&F system.

Orders

8. MOD cannot send orders through P2P but existing paper based processes will still operate. MOD also has processes for issuing high priority orders during the system downtime and may bring some orders forward. In any case, MOD will take all action to process the backlog of orders following the CP&F system 'Go-Live'.

Impacts On Suppliers After Release 2 Go Live

9. As MOD will continue to transact with Suppliers in the same way after Release 2 as it does now, the impact on business processes for the vast majority of its Suppliers is minimal. The main points to draw out from the changes being implemented are:

a. The interfaces used to transact with MOD remain unchanged. Exostar and Defence Contracts Online will continue to be used as they are today.

b. Supplier support will be transferred on Release 2 'Go-Live' from Capgemini (who manage the current P2P system for MOD) to Defence Business Services who will then be managing CP&F within the MOD. Contact details will be made available closer to go live on the website at para 10 below.

c. New and improved guidance for suppliers will be available at 'Go-Live' on the websites below along with a single point of contact for all queries relating to transactional or system issues you may encounter when trading with MOD.

Further Information

10. The following websites will be updated regularly with the latest information about the programme and system availability:

a. <https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement>

b. www.contracts.mod.uk

c. www.myexostar.com – for those with Exostar accounts.

11. Should you have any questions about managing your contract during the planned system downtime, please engage your MOD Commercial Officer directly.

Yours Sincerely

MOD Head of Commercial Policy, Process and Procedures

On behalf of MOD Commercial Director