Ministry
of Defence

MOD Contracting Purchasing and Finance (CP&F) End to End Guide Including Exostar

Contents

Introduction

The Contract, Purchasing and Finance (CP&F) tool was introduced to the MOD community in December 2016. Its aim is to deliver an end-to-end e-Procurement capability, that provides a modern and transformed Procurement to Payment process. This includes managing commercial and financial activity, and delivering reliable Management Information (MI).

Release 2 of the CP&F System went live in December 2016. P2P (Purchasing) and DFMS (Payment) were retired with CP&F replicating the functionality in one system.

Release 3 began development in October 2017 with formal adoption commencing May 2018. Release 3 retires the MODs contracting tool (ASPECT) and brings the MODs demand capture, tendering, contract award and contract management processes onto CP&F. Any new requirement for goods or services will start in CP&F. This could mean finding an existing contract, framework or catalogue to buy something against, or laying the groundwork for a new contract. The drafting of the tender documentation and awarding the contract, through to managing and amending the contract all take place on CP&F.

This document describes the processes that will be conducted when Release 3 has been adopted. However, considerations for contracts created prior to Release 3 are also included.

Planning for Release 4 is currently underway, which will incorporate sourcing into the CP&F process, with dates yet to be confirmed.

Supplier Onboarding for e-Trading

The MOD adopted the Exostar system to enable Suppliers to view orders and submit invoices. This guide will improve the understanding between MOD staff using CP&F and the Suppliers who access the Exostar System.

Once a contract has been awarded the Commercial Officer is responsible for requesting Suppliers to be registered in CP&F. Once the process is initiated, the request will be transferred and managed by the Defence Business Services (DBS) Onboarding Team who will set up the Supplier details on CP&F and progress the initial Supplier connection via the Exostar system.

Note: Exostar is suitable for most businesses working with the MOD; however, if this connectivity is deemed unsuitable by the Supplier, please contact your Commercial Officer for further details on how to proceed.

It may take up to 6 weeks for a Supplier to be set up both within CP&F and for e-Trading.

More information and guidance for Suppliers on e-Trading and Exostar, including the key steps for the onboarding process, is available from the GOV.UK website:

https://www.gov.uk/government/publications/mod-contracting-purchasing-and-finance-e-procurement-system/cpf-guidance-for-Suppliers

Specific Exostar information, including potential costs, is available from the Exostar website:

https://www.exostar.com/

CP&F System Responsibilities

CP&F functions for the MOD user are accessed from allocated system responsibilities. Responsibilities enhances system security and allows for the segregation of duties. The main responsibilities are;

- **iProcurement** - used for the creation and management of Requisitions and Receipts. This is typically allocated to individuals in Project Manager, Requirement Owner or Sponsor roles.
- **MOD Contract Manager** - a suite of functions referred to as “Buyer Work Centre” is used for the creation and management of tenders, contract Agreements and Purchase Orders. This responsibility is allocated to individuals in the Commercial Officer role.
- **MOD Tender Collaboration Team** - used for collaboration tasks to tenders and contracts. This is typically allocated to individuals in Project Manager, Requirement Owner or Sponsor roles but can also include centralised Subject Matter Expert roles e.g. Quality Assurance.
- **MOD PO Update Tax Manager** responsibility - allocated to individuals in Finance roles for tasks including review and update to Purchase Order tax settings.

CP&F responsibilities also allow the user to access and respond to system notifications, including requests for approval, in a *Worklist*. Additionally, users are emailed notifications which can then be responded to. Where approval notifications are sent to a group of approvers, it is the first to respond that approves the document.

Screenshot 1 – Notifications Worklist

Identifying Existing Contracts

Prior to initiating the creation of a new contract, CP&F requesters must search to identify if the requirement could be met through any existing Contract, catalogue, or through a framework agreement.

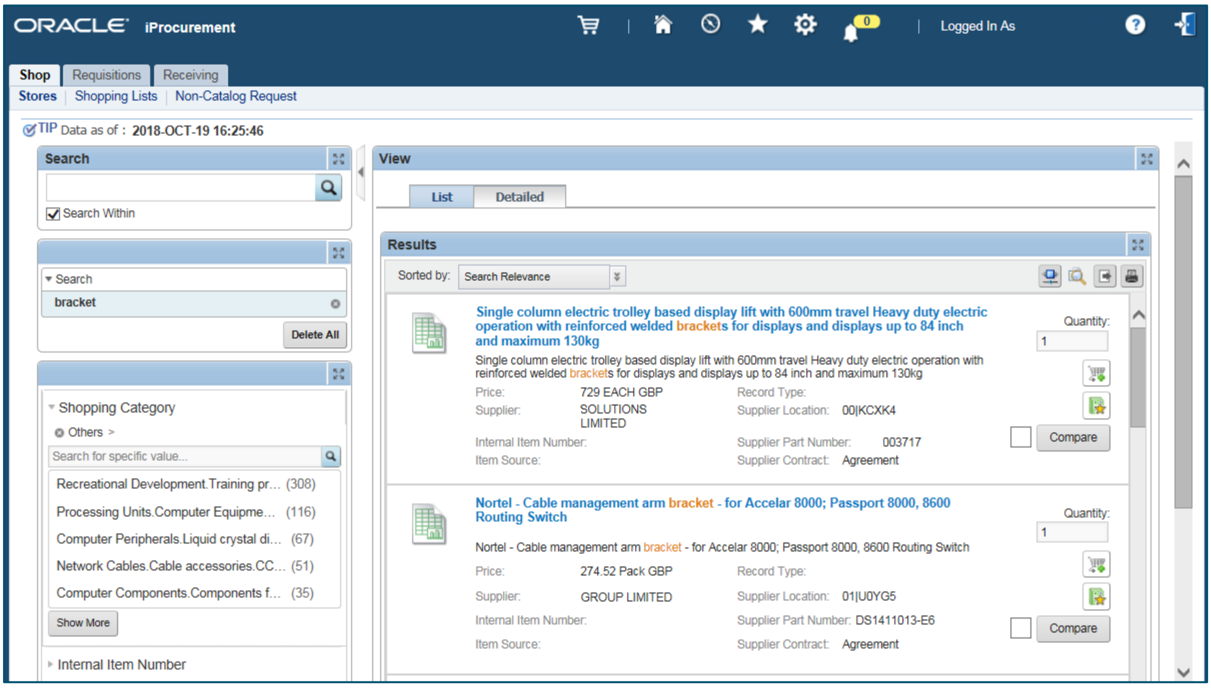
For contracts where items and prices are agreed at contract award, catalogues will be the most appropriate solution. The search functionality in the CP&F iProcurement responsibility enables users to find catalogue goods and services against existing contracts/frameworks. Users are mandated to buy from existing contracts where prices and specifications have already been agreed with Suppliers, and catalogues are available.

For contracts where the price and delivery schedules are not known at the point of contract award, or where new orders against the contract are infrequently created, catalogue items will not be appropriate. The iProcurement search can be used to identify an existing contract's 'Smart Form' or 'Informational Content Zone' where these have been requested by the Commercial Team.

Smart Forms provide a predefined template for the creation of a non-catalogue requisition. Data such as the Category Code and the Child Agreement number can be pre-populated to ensure that requisition data is accurate.

Informational Content Zones provide details of the contract or framework and links to additional guidance. This ensures that the requisition is created in accordance with the Contract terms.

It is for the CP&F iProcurement user to judge that a satisfactory search has taken place to identify existing contract/framework.

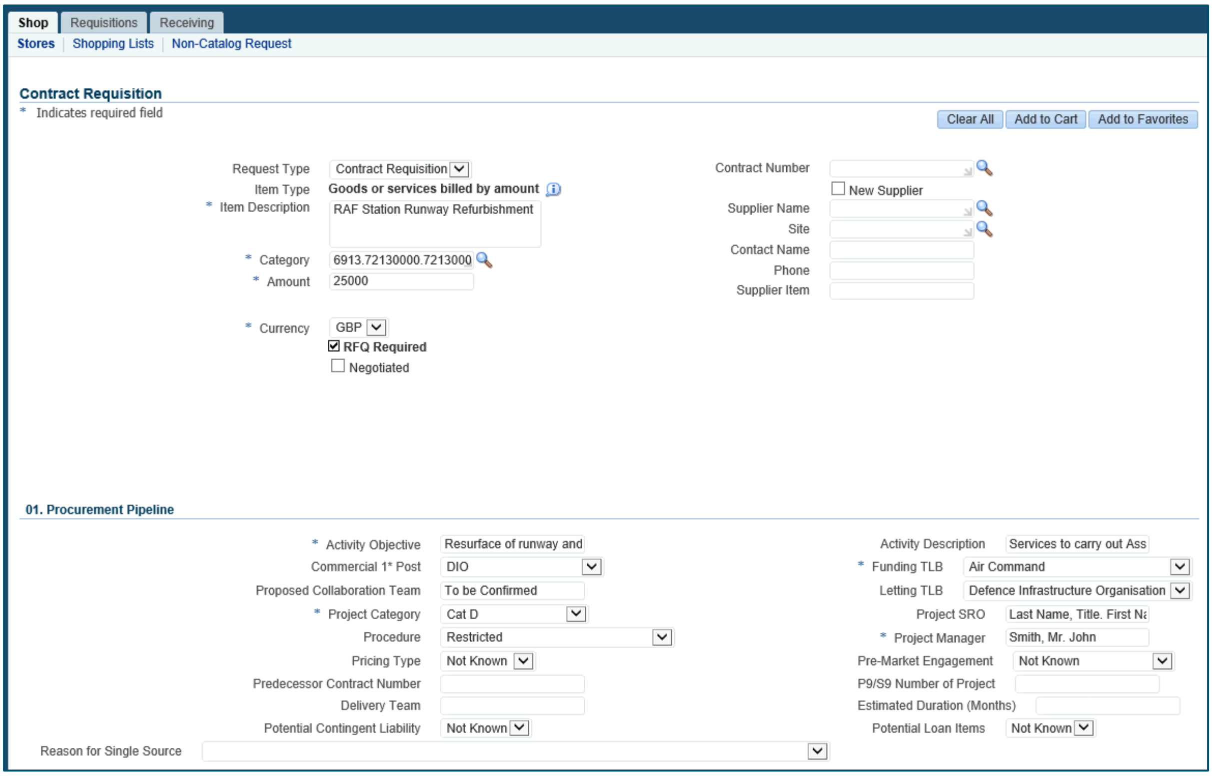


Screenshot 2 – iProcurement search results

Demand Capture

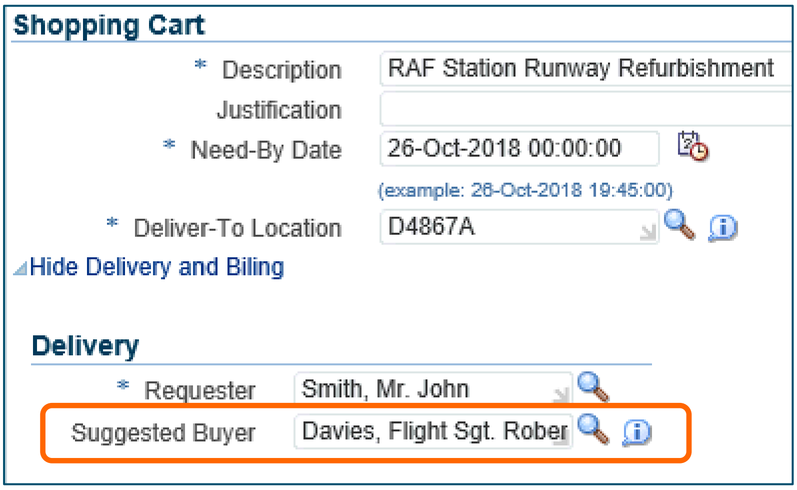
When it has been identified that a new contract is required, a Contract Requisition is created on CP&F to initiate the process. A Contract Requisition will be raised by a 'Requester', typically a Project Manager or Desk Officer. All new contract requirements are to be supported by Business Cases and Investment Appraisals which will continue to be drafted and approved offline from CP&F with the necessary stakeholders.

The information captured within the Contract Requisition will be used to inform MI, including the CP&F Forward Contract Workplan, which assists in the planning of procurement activities, including resource planning, across the whole of MOD. The information in the CP&F Forward Contract Workplan provides assurance to the Cabinet Office on the MODs future procurement activities.



Screenshot 3 – Contract Requisition

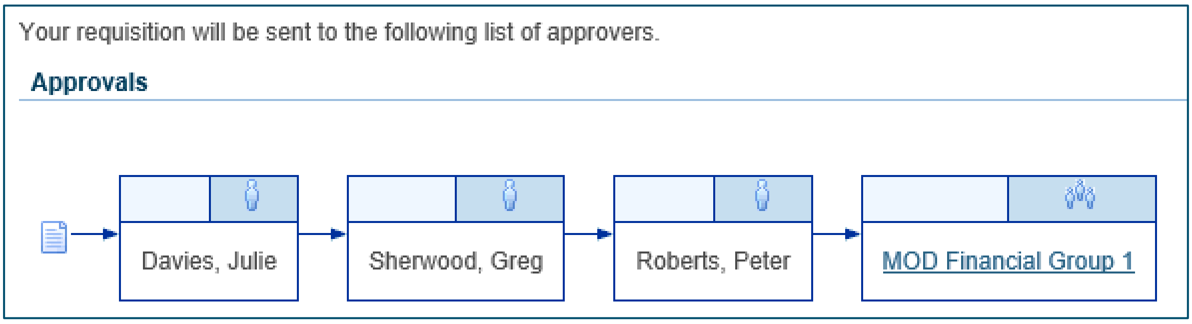
On the Contract Requisition the Suggested Buyer is a required field; this is the Commercial Officer who is responsible for the tendering process and ultimately contract award. On submission of the Contract Requisition a 'For Your Information' (FYI) notification is sent to the Suggested Buyer, this acts as a prompt for the Commercial Officer to begin the tendering process which can run in parallel to the development of the Contract Requisition.



Screenshot 4 – Checkout of Contract Requisition showing Suggested Buyer (Commercial Officer)

A mandatory financial approval group will always be added to the Contract Requisition. This will default based on the Billing details of the Requester. As necessary, the billing details on the Contract Requisition can be updated so that the correct financial approval group is applied.

The Requester can then add Contributors to the Contract Requisition to request update of data before it is financially approved. Each of the Contributors will receive a notification in turn to request their input and update before progression to the next Contributor and ultimately the financial approval group. Once the Contract Requisition obtains financial approval then another FYI notification is sent to the Suggested Buyer to prompt them to progress the tender further.



Screenshot 5 – Checkout of Contract Requisition showing Contributors and mandatory Financial Approval Group

A sequential system number will be allocated to the Requisition. Currently this is an eight-digit number beginning with a 6 e.g. 60342966

The approval status of the Contract Requisition will be updated as it progresses to approval. The statuses are as follows;

- **Incomplete** is when a document has been created and saved
- **In Process** when a document has been submitted for approval
- **Approved** when a document has received all the necessary approvals

Tendering

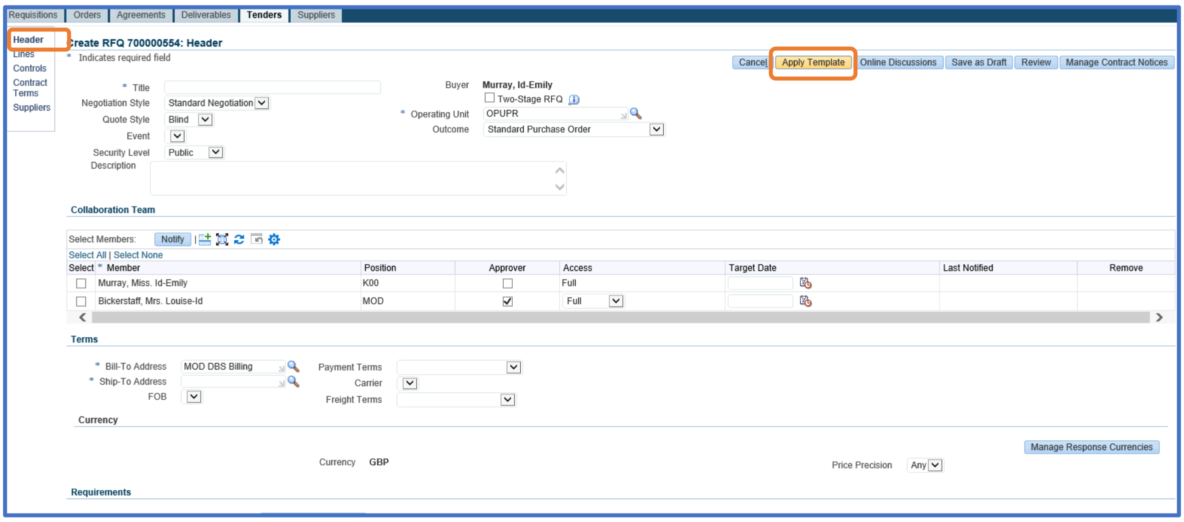
The 'Tenders' function in the Buyer Work Centre will be used by the Commercial Officer in the creation and development of tender documentation (Invitation To Tender (ITT) and Invitation To Negotiate (ITN)). The Commercial Officer will be notified that a Contract Requisition has been submitted and again once approved. Once notified of the Contract Requisition number the Commercial Officer can proceed in the drafting of the RFQ (Request For Quote) document. RFQ is the CP&F, Oracle, terminology for the ITT.

Depending on the Procurement Procedure (Public Contracts Regulations (PCR) or Defence and Security Public Contracts Regulations (DSPCR)) the process of advertising in the Defence Contracts Online (DCO) system can be initiated. These processes can run in parallel to the CP&F RFQ development.

RFQ Header

The RFQ document in CP&F is separated into different sections. On creation from the Buyer Work Centre, the first section to be completed is the RFQ Header. A sequential system number will be allocated to the RFQ, it is this number that will ultimately become the Contract number. Currently this is an eight-digit number beginning with a 7 e.g. 70000560

A Sourcing Template must be initially applied to reflect the chosen procurement route for the requirement.

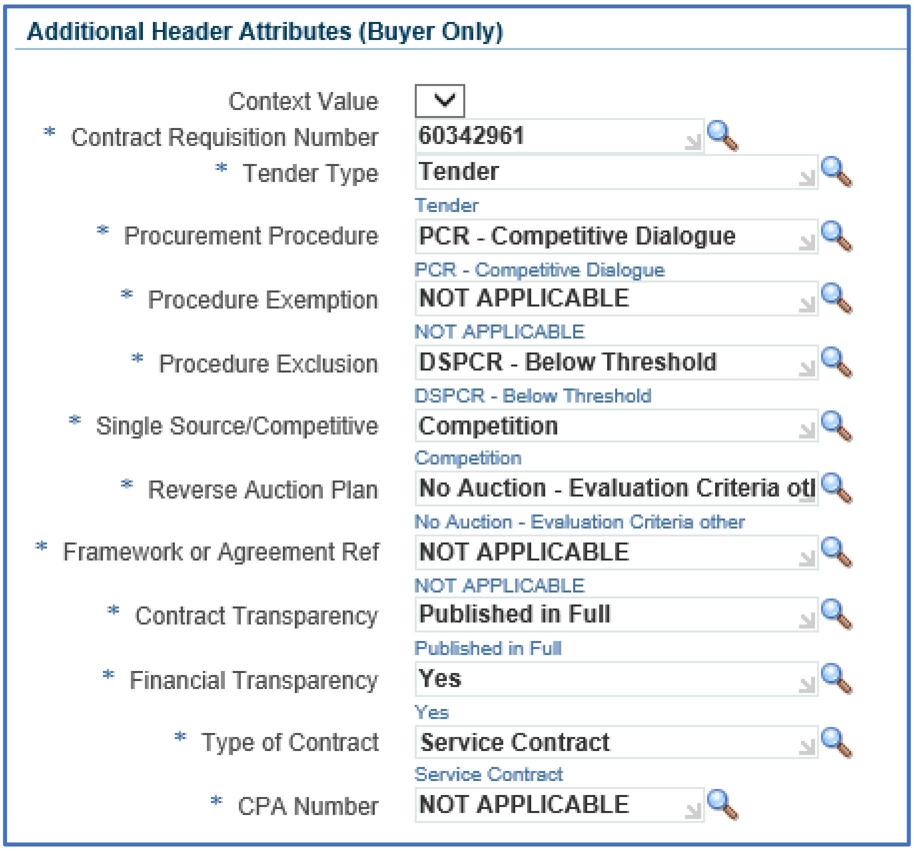


Screenshot 6 – RFQ Header page

Currently the different types of Sourcing Templates are as follows;

- **Standardised Contracting Templates** - Standardised Contracting is a contracting method which uses templates of non-negotiable narrative terms and conditions developed in consultation with MOD Central Legal Services (CLS) and Industry.
- **Narrative Bespoke** – Bespoke terms and conditions developed for specific categories of spend.
- **Rules Based Drafting** – Development of MOD terms and conditions (DEFCONs - Defence Conditions) depending on responses to predefined rules.

The RFQ Header page contains mandatory fields (marked with asterisks) which must be completed before progressing to different sections. The Commercial Officer must select the applicable Contract Requisition Number so that the documents and information are linked.

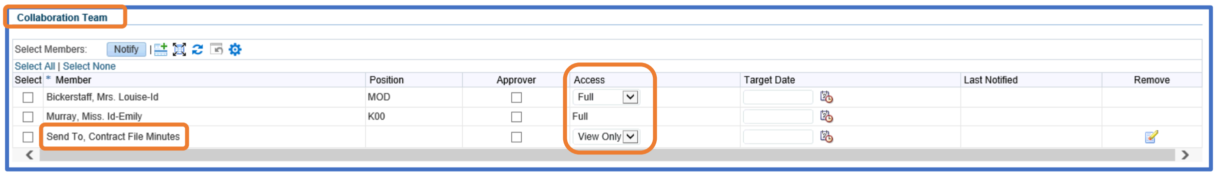


Screenshot 7 – Additional RFQ Header fields

The RFQ document can saved in draft and developed over a length of time.

Collaboration Team

The RFQ Header page is used for the creation and subsequent management of the Collaboration Team. These are other individuals and Subject Matter Experts (such as legal or quality assurance representatives) involved in the development or management of the contract.



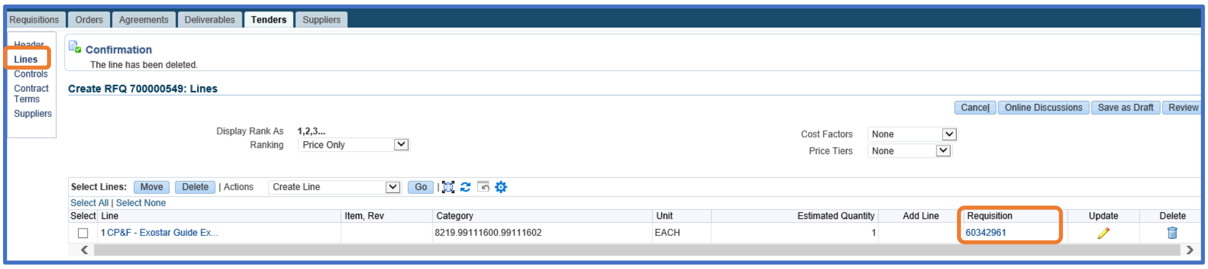
Screenshot 8 – Collaboration Team

The Collaboration Team will be automatically populated with details of the Commercial Officer and their immediate line manager. Other members can be added, or removed, as the development of the tender and contract progresses. Depending on the stage in the tender and contract process, the Commercial Officer controls the Access Permissions which are allocated to the Collaboration Team members and whether, or not, they require full access to update the document. The CP&F Online Discussions function records dialogue between members of the Collaboration Team and can be used tasking individuals and/or recording decisions.

The Collaboration Team will also be populated with a member called **Send To, Contract File Minutes,** which is required so that the MOD's Contract File Minutes can be recorded, exported and reported against.

Lines

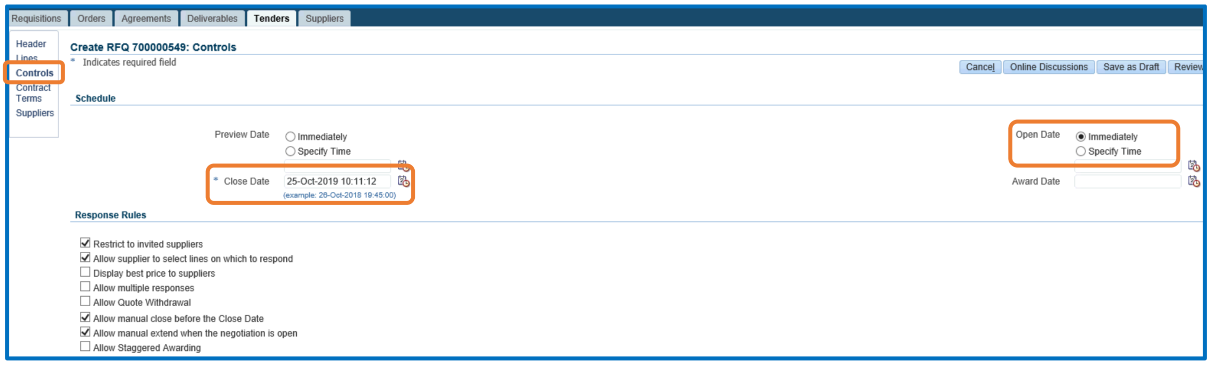
The Lines page is used to add the financially approved Contract Requisition Line which reflects the total approval value (which would normally be included on the Business Case). There is a system link formed between the Contract Requisition and the RFQ which prevents the Contract Requisition being reused on other RFQs. Additional lines can be created if there is to be tendering of separate Lots.



Screenshot 9 – RFQ Lines showing linked Contract Requisition

Controls

The Controls page is where the Commercial Officer would enter dates relating to the ITT. In particular, the Open Date relates to the date that the ITT will be sent out and the Close Date to the date when the ITTs will be due back. Other controls relate to the management of the ITT responses in the CP&F system.

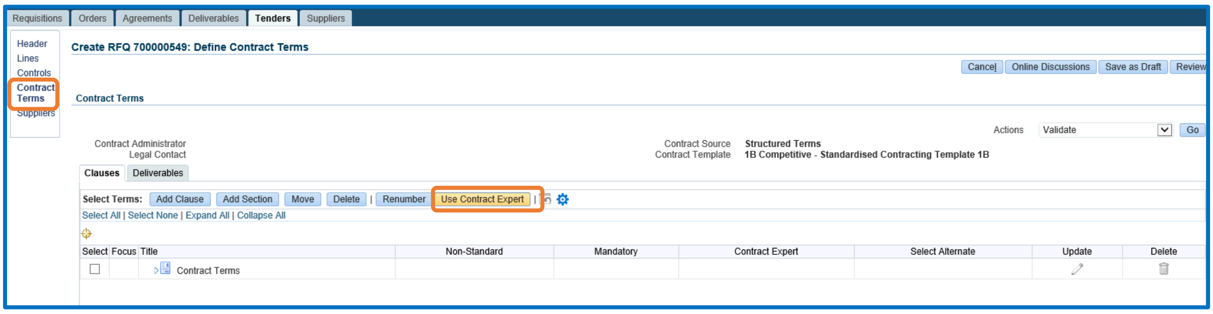


Screenshot 10 – RFQ Controls

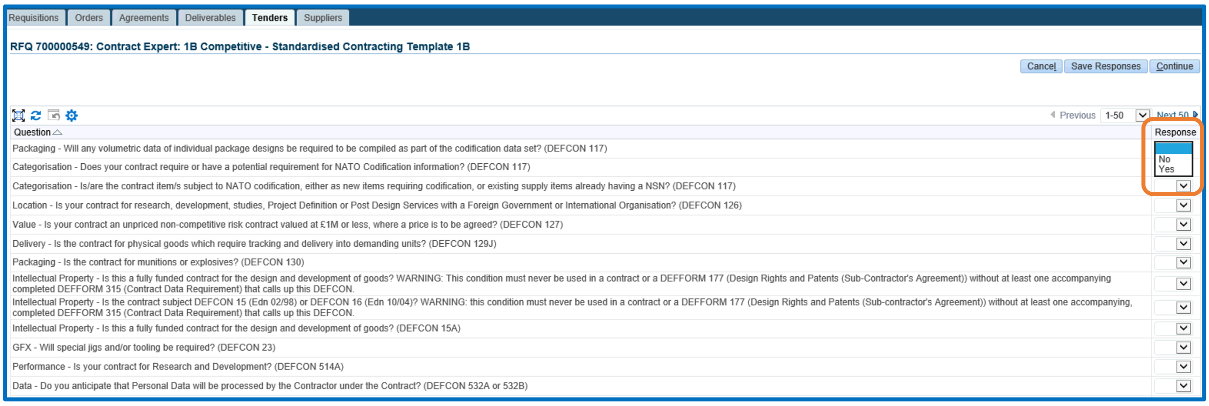
Contract Terms

The Contracts Terms page is where the Contract Template is applied. Default Clauses (Terms and Conditions) and Deliverables (Obligations) relating to the chosen template will be applied.

Additional MOD Terms and Conditions (DEFCONs -Defence Conditions), which will make up the ITT, can be selected by progressing the Contract Expert. The Contract Expert produces a list of questions, which when answered then drives the inclusion of certain DEFCONs, Terms and Conditions, and Standards. Contract Expert questions do not need to be answered all at once. Collaborators are to be requested to provide answers depending on their specialism. It is recognised that there are occasions were specific and bespoke narrative Clauses will need to be included in Contracts. As such, it is possible to create narrative, non-standard, Clauses and add these into the Contract Terms.

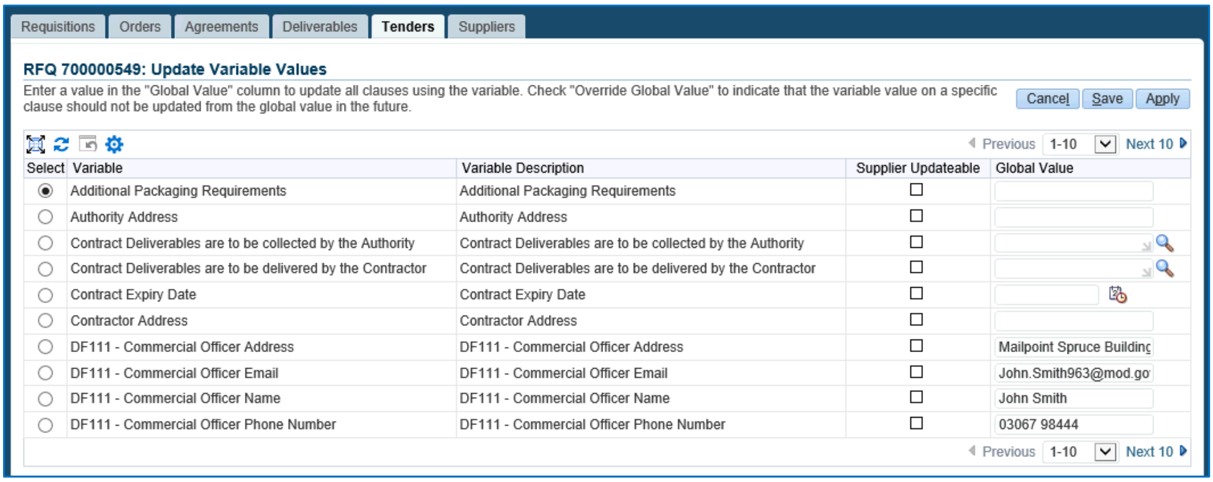


Screenshot 11 – RFQ Contract Terms page



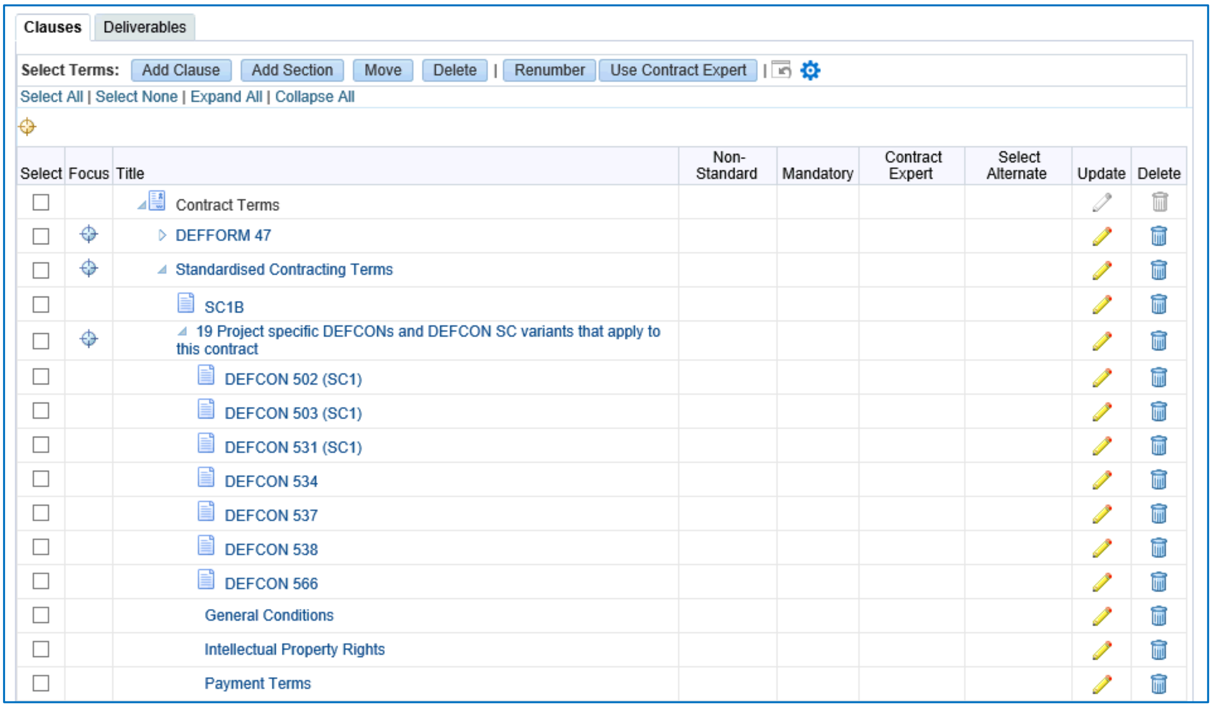
Screenshot 12 – RFQ Contract Expert

Variables values are used to annotate contract specific text within standard terms and conditions. For example, to include Supplier's and MOD contact details.



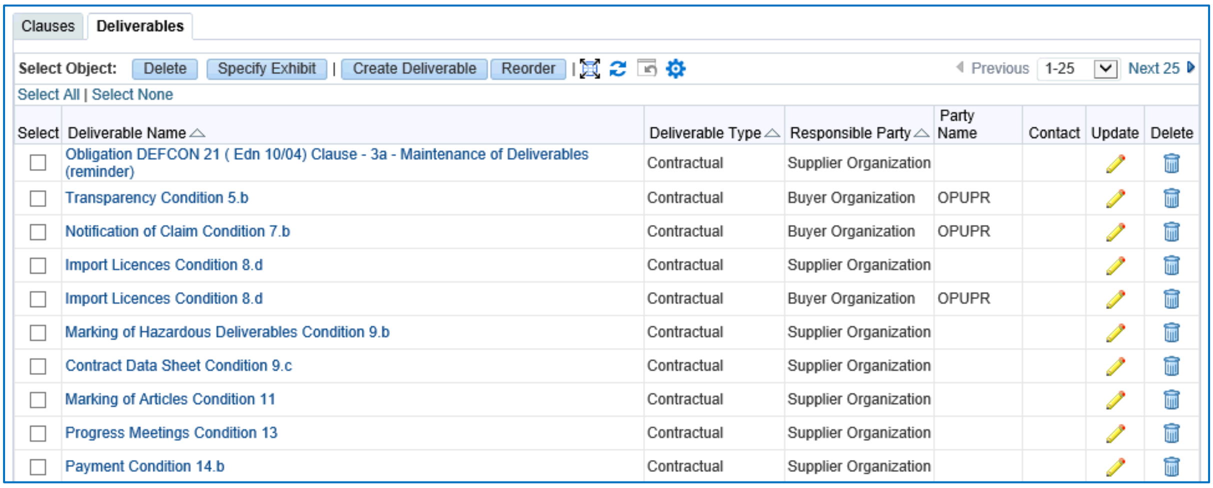
Screenshot 13 – Update of Variable Values

By progressing the Contract Expert, updating and adding in Clauses and then completing Variable values, a set of Clauses (Terms and Conditions) is produced ready for the publishing of the ITT.



Screenshot 14 – Clauses

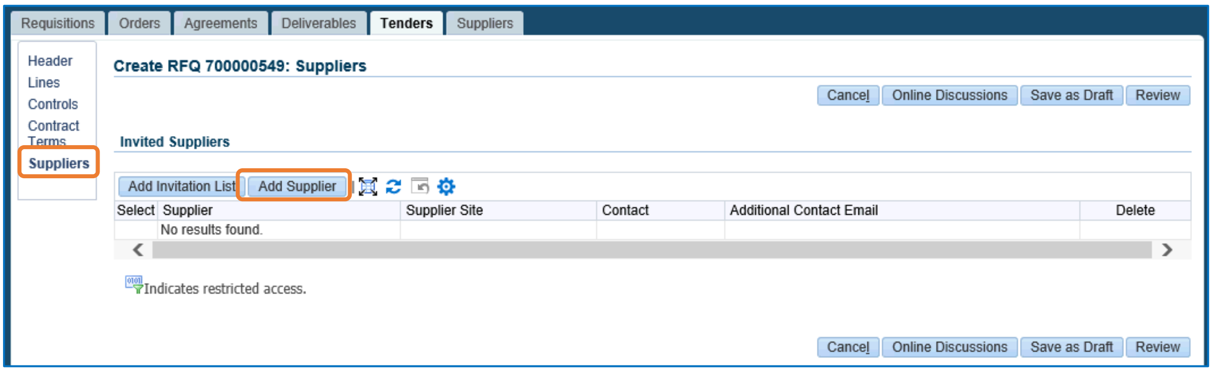
Deliverables is a CP&F term for tasks or obligations that need to be tracked during the Contract Lifecycle. They can be used not only to capture Contractual Obligations on both the Supplier and MOD but also capture internal tasks such as reports and meetings. Default Deliverables will be applied from the template selected. The Commercial Officer, along with members of the Collaboration Team, should review, edit, delete, and add Deliverables as necessary. Each Deliverable will contain contact details to designate the individual who is responsible for update of the Deliverable status.



Screenshot 15 – Deliverables

Suppliers

Once the Suppliers have been selected to be Invited to Tender they are to be added to the Draft RFQ/ITT document.

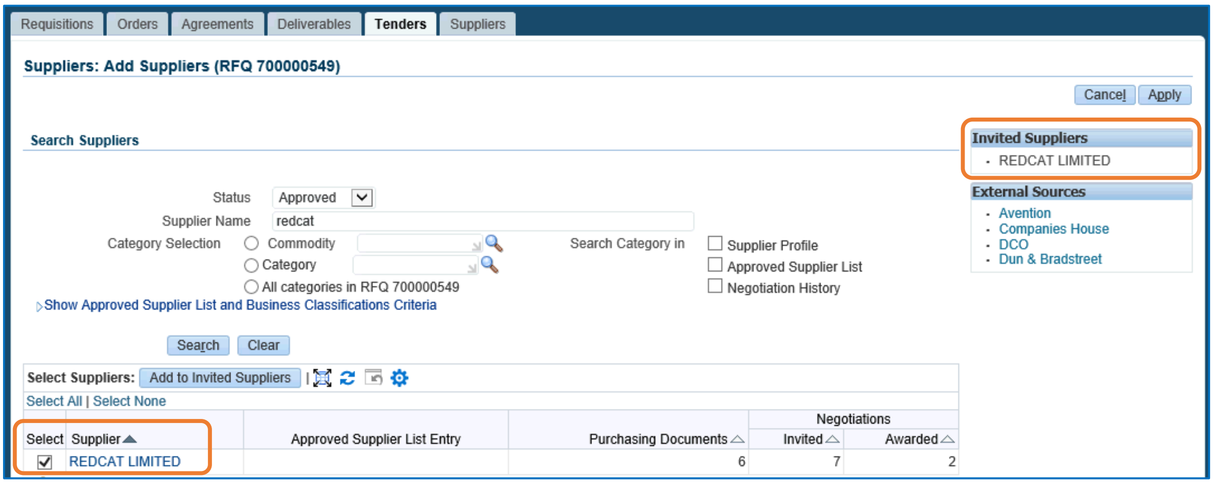


Screenshot 16 – Add Supplier to RFQ

The Commercial Officer should check that each Supplier has been onboarded to CP&F and if not initiate the process to request MOD Defence Business Services (DBS) to do so.

If the Supplier is new to trading with the MOD, then they would not need to be fully onboarded (i.e. setup to transact electronically using Exostar) at ITT stage. Instead the Supplier would be set up as a 'Light' Supplier. A 'Light' Supplier will then need to be fully onboarded should they be awarded the Contract. If the Supplier is unsuccessful in the tender, they will still retain a record in CP&F as a 'Light' Supplier and can be assigned to future tendering opportunities across MOD.

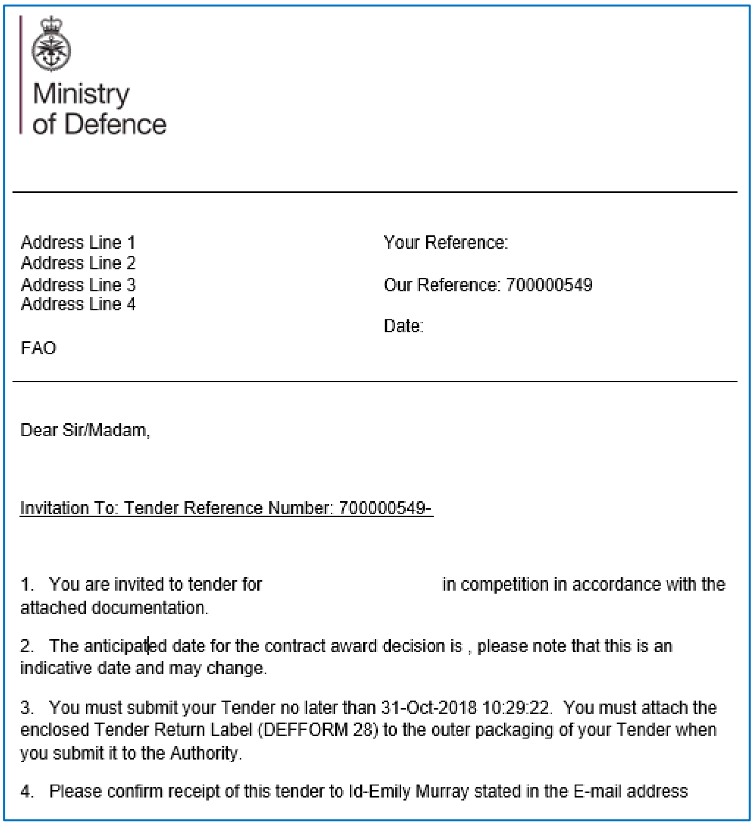
If the Supplier has already been onboarded, they will show in the search area for them to be selected and added to the RFQ.



Screenshot 17 – Searching and adding Supplier to Invited Suppliers list on RFQ

Publishing

Having fully developed the draft RFQ, with the assistance of members of the Collaboration Team, the Commercial Officer will use the Validation function to identify any omissions before Publishing. Having Published the RFQ the ITT can be generated and then sent to the Suppliers selected to be invited to tender.



Ministry of Defence

Address Line 1
Address Line 2
Address Line 3
Address Line 4

FAO

Your Reference:

Our Reference: 700000549

Date:

Dear Sir/Madam,

Invitation To: Tender Reference Number: 700000549-

1. You are invited to tender for in competition in accordance with the attached documentation.

2. The anticipated date for the contract award decision is , please note that this is an indicative date and may change.

3. You must submit your Tender no later than 31-Oct-2018 10:29:22. You must attach the enclosed Tender Return Label (DEFFORM 28) to the outer packaging of your Tender when you submit it to the Authority.

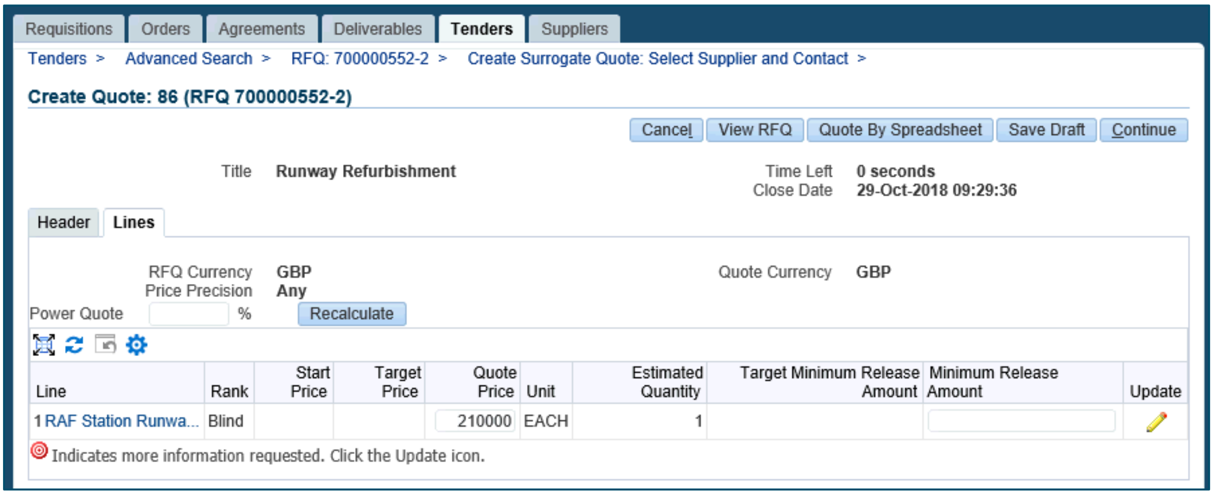
4. Please confirm receipt of this tender to Id-Emily Murray stated in the E-mail address

Screenshot 18 – Generated ITT

Contract Award

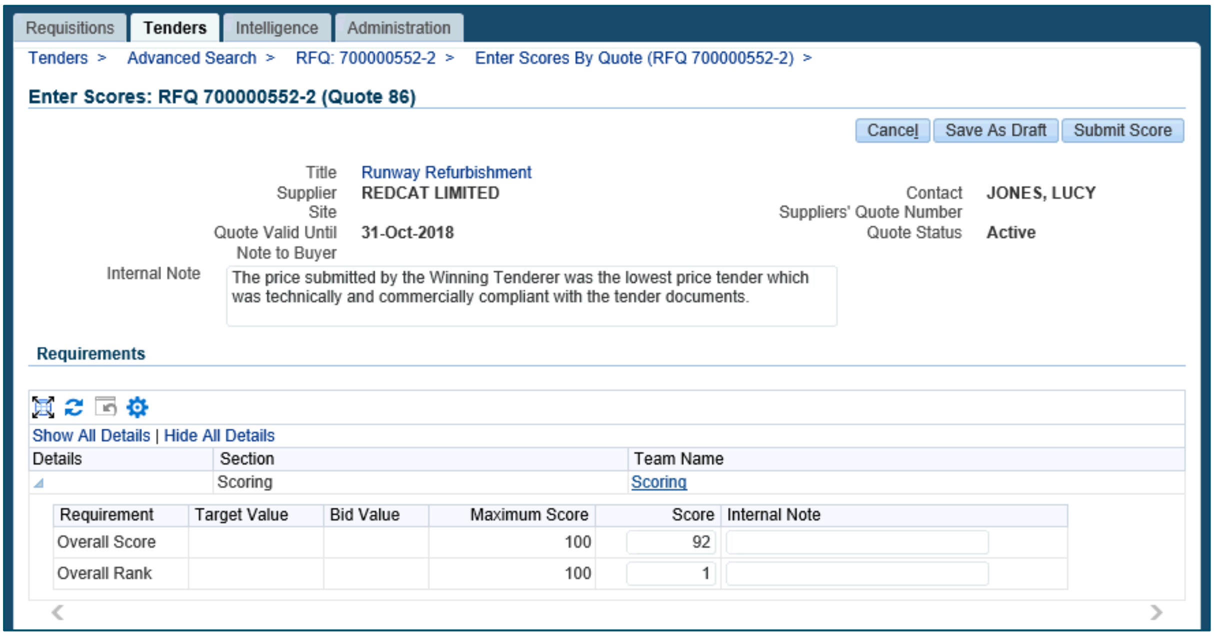
Evaluation of submitted tenders is conducted offline of CP&F. Additionally, all competitive procurements must be positively considered for Reverse Auction. Reverse Auctions is the process of buying goods or services, against a published specification, where the pre-selected Tenderers are invited to bid in an on-line auction. Reverse Auctions are conducted outside of CP&F, with the results recorded in the system following the Auction even being completed.

Having evaluated offline, Surrogate Quotes are created, by the Commercial Officer, within CP&F to reflect the Supplier tender submissions.



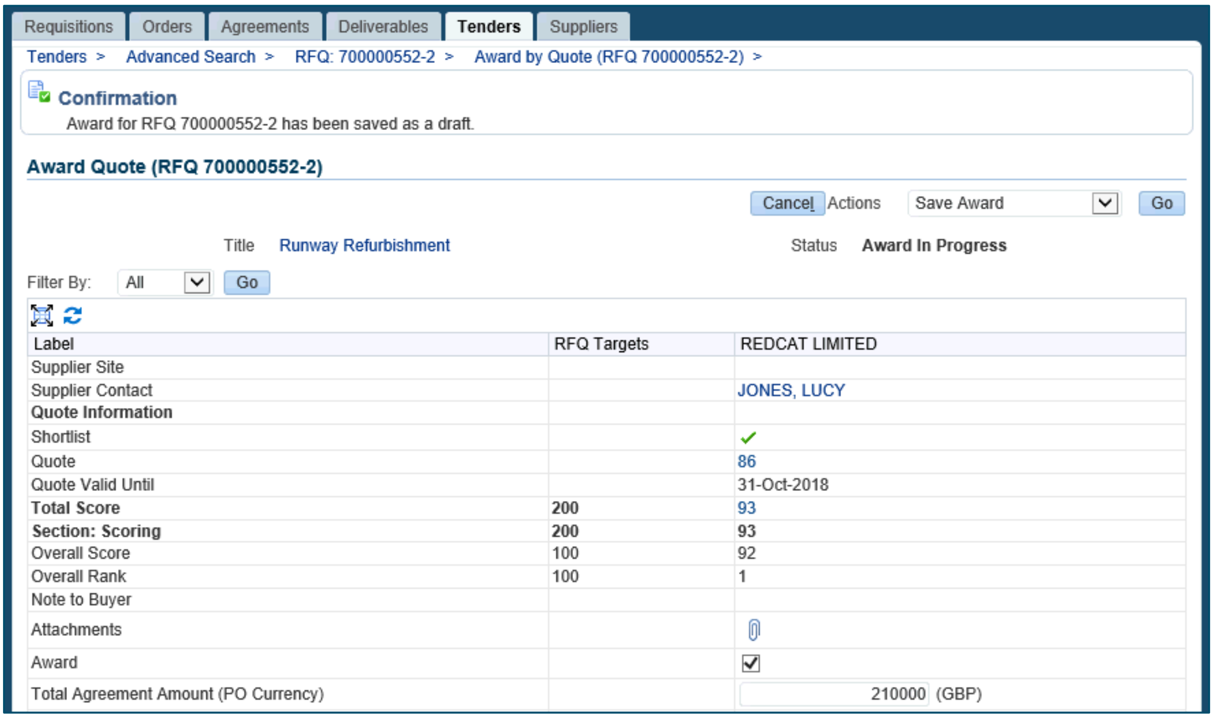
Screenshot 19 – Surrogate Quote created from Supplier's tender bid

In addition, Scores and Ranks are also recorded to support the generation of Award Decision letters and the necessities of CP&F Management Information. The Commercial Officer will complete internal MOD processes to record the award decision in CP&F contract file minutes and update the permissions of members of the CP&F Collaboration Team to prevent access to Commercially sensitive information such as Pricing.



Screenshot 20 – Scores and Ranks entered from offline evaluation

An Award document is created in CP&F; by the Commercial Officer, from the winning quote. This allows for the generation of the Award debrief letters which are then distributed to Suppliers by traditional electronic methods.



Screenshot 21 – Award created from quote

Ministry of Defence

Ministry of Defence

Telephone [MOD]:
Facsimile [MOD]:
Buyer Name
Buyer E-mail:

REDCAT LIMITED

Your Reference:

Our Reference: 700000552-2

Date: 29 October 2018

Dear LUCY JONES,

Standard Notice of Contract Award Decision Tender Reference 700000552-2 - Winning Tenderer

1. Thank you for your Tender dated 29 October 2018 for the supply of Runway Refurbishment.

2. This letter notifies you of the MOD's decision to award the Contract to REDCAT LIMITED.

3.The criteria used to award the contract are set out below:

List criteria here -

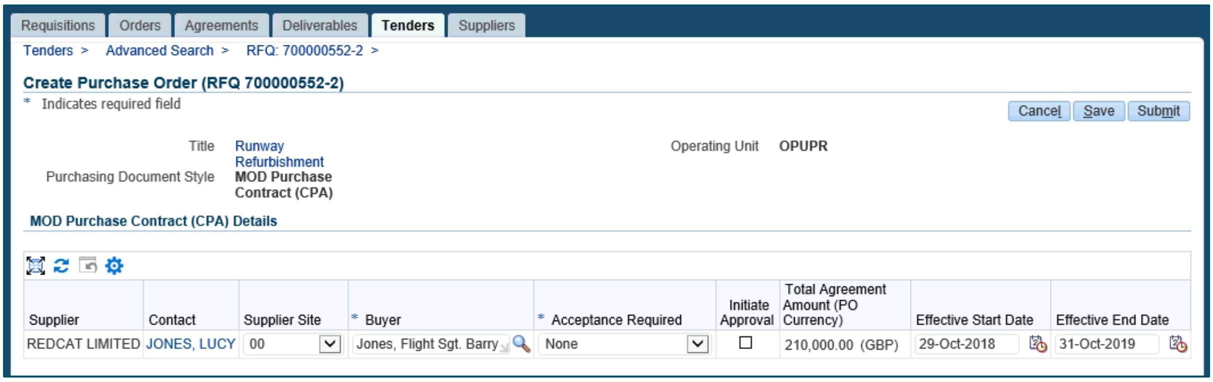
4. The score you obtained against the criteria for contract award was 92.

5. The MOD is invoking a standstill period. This period requires at least 10 calendar days to elapse between the announcement of the contract award decision and data of contract award..

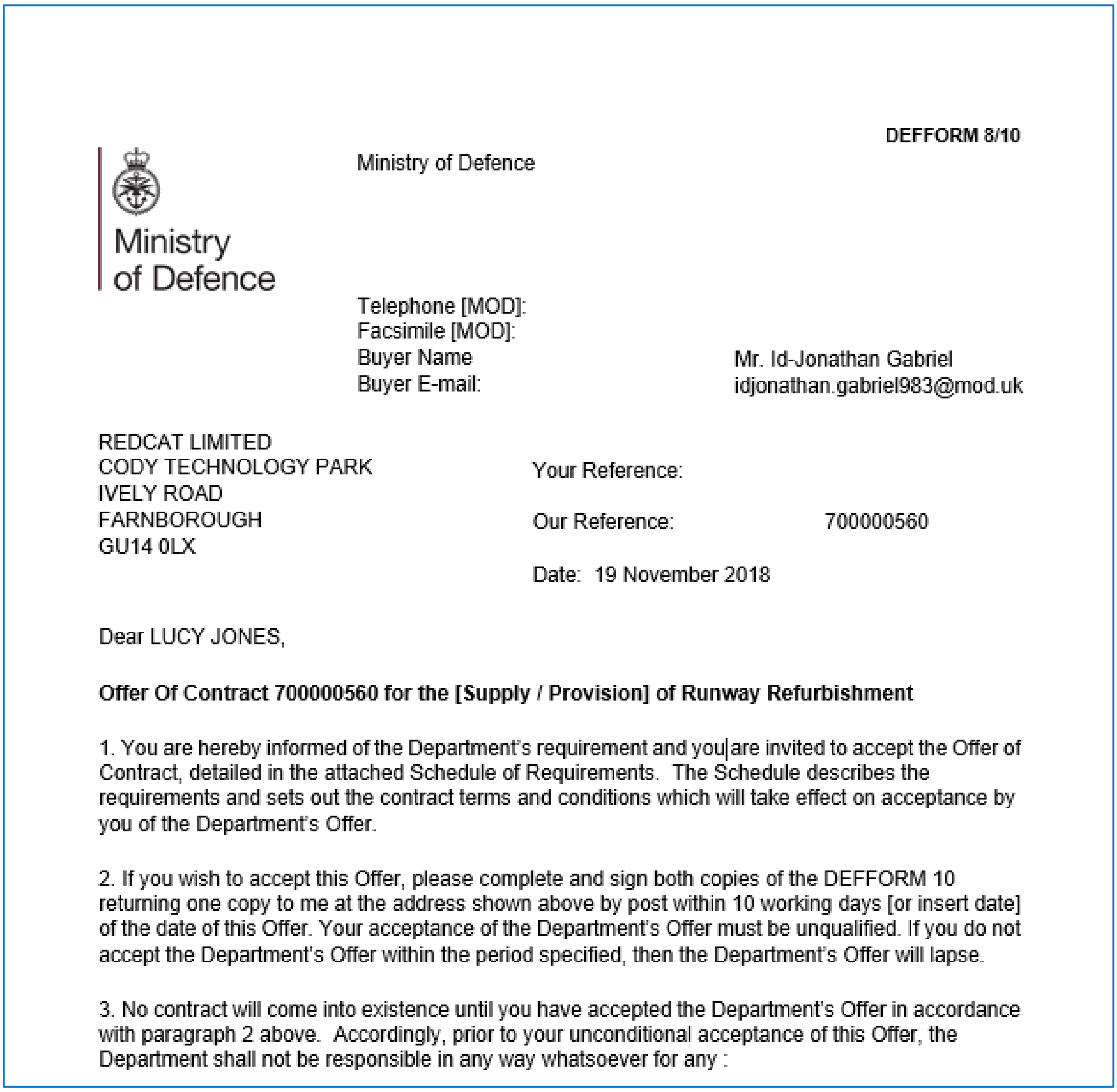
6. The standstill period starts the day after the date of issue of this letter and is expected to end at midnight at the end of 09 November 2018. Should the MOD be required to extend the standstill period, you will immediately be notified of when revised period ends.

Screenshot 22 – Generated award decision letter

After the standstill period, if there are no challenges, the contract award is completed in CP&F. The completion of the award creates the Parent Contract Purchase Agreement (CPA) which represents the Contract in CP&F. The eventual Commercial approval of the Parent CPA allows for the generation of the Offer of Contract letter which the Commercial Officer will send to the Supplier.



Screenshot 23 – Completion of the Award to generate Parent CPA



DEFFORM 8/10

Ministry of Defence

Ministry of Defence

Telephone [MOD]:
Facsimile [MOD]:
Buyer Name Mr. Id-Jonathan Gabriel
Buyer E-mail: idjonathan.gabriel983@mod.uk

REDCAT LIMITED
CODY TECHNOLOGY PARK
IVELY ROAD
FARNBOROUGH
GU14 0LX

Your Reference:

Our Reference: 700000560

Date: 19 November 2018

Dear LUCY JONES,

Offer Of Contract 700000560 for the [Supply / Provision] of Runway Refurbishment

1. You are hereby informed of the Department's requirement and you are invited to accept the Offer of Contract, detailed in the attached Schedule of Requirements. The Schedule describes the requirements and sets out the contract terms and conditions which will take effect on acceptance by you of the Department's Offer.

2. If you wish to accept this Offer, please complete and sign both copies of the DEFFORM 10 returning one copy to me at the address shown above by post within 10 working days [or insert date] of the date of this Offer. Your acceptance of the Department's Offer must be unqualified. If you do not accept the Department's Offer within the period specified, then the Department's Offer will lapse.

3. No contract will come into existence until you have accepted the Department's Offer in accordance with paragraph 2 above. Accordingly, prior to your unconditional acceptance of this Offer, the Department shall not be responsible in any way whatsoever for any :

Screenshot 24 – Generated Offer of Contract (DEFFORM 8/10) letter

Contract Set Up and Management

Parent Contract Purchase Agreement (CPA)

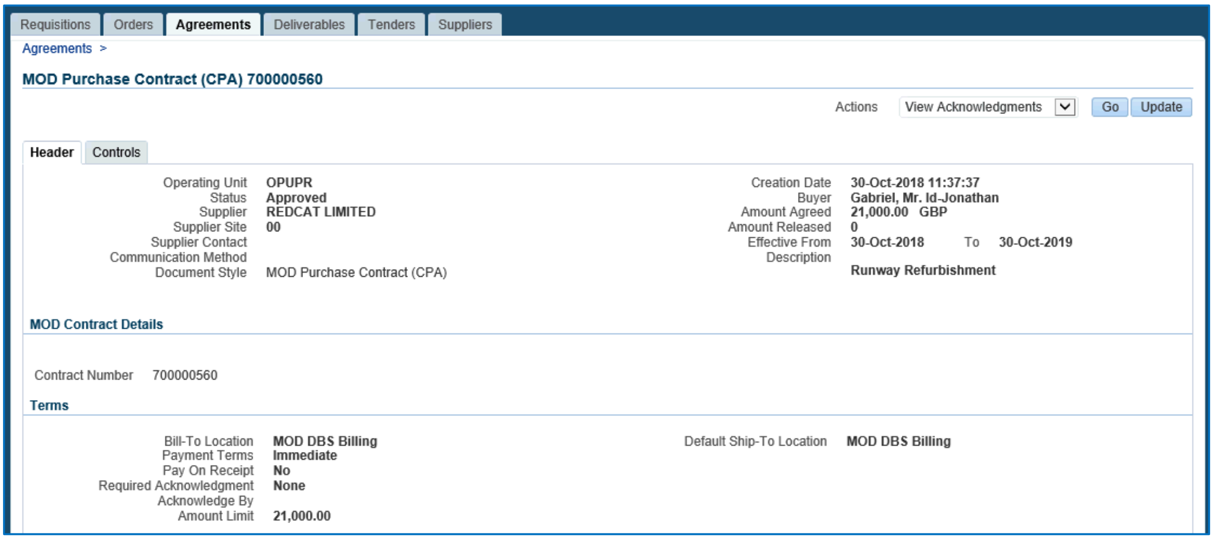
The Parent Contract Purchase Agreement (CPA) will serve as the contract record within CP&F and will hold the key data relating to the contract. For example, e.g. Supplier, amount, active dates, and payment terms. Clauses (Terms and Conditions) and Deliverables (Contract Obligations) as they have been developed on the RFQ document will transfer to the Parent CPA. Post award updates to Deliverables are to be made by the Commercial Officer to specify contractually agreed details. These could include the contract Key Performance Indicators (KPIs), agreed progression meetings, internal deliverables to monitor Government Furnished Assets (GFA) and/or pricing schedules. Once the Parent CPA has been updated to include such information pertinent to managing the contract it is to be submitted for Commercial approval. This approval is driven by the system settings of the Buyer on the Parent CPA i.e. the Commercial Officer.

Note – the number allocated to the Parent CPA will be the same number that was, sequentially, allocated to the RFQ. This constitutes the Contract number. Currently this is an eight-digit number beginning with a 7 e.g. 70000560.

Each of the Commercial approvers will receive a notification to request their approval. The first to respond will approve the document.

The status of the Parent CPA will be updated as it progresses to approval. The statuses are as follows;

- **Incomplete** is when a document has been created and saved
- **In Process** when a document has been submitted for approval
- **Approved** when a document has received all the necessary approvals



Screenshot 25 – Commercially Approved Parent CPA

Note - The associated RFQ document will still be used for the management of the Collaboration Team and Online Discussions.

Once the Parent CPA has been commercially approved, Child Agreements should be created to facilitate contract spend controls and ultimately contract payments. Child Agreements are to be created manually by the Commercial Officer as they are not automatically created from the contract Award. Each created Child Agreement will then require commercial approval before they can be transacted against.

Depending on the type of Contract the Child Agreements could be;

Child Contract Purchase Agreements (CPA) – created for separate components of contract spend. For example, representing the total amount for milestone payments or representing a contract schedule for the supply of goods or services, where prices are agreed with the Supplier at point of need. Several Child CPAs can be created to represent different components of the contract. The creation of Child CPAs facilitates the creation of Purchase Requisitions and Purchase Orders and ultimately contract payments.

Child Blanket Purchase Agreements (BPA) - known goods, works or services with firm or fixed prices. Allows for repeatable purchases with differing quantities and delivery schedules. Child BPAs are also referred to as Catalogues. Inventory contracts will commonly be created as Child BPAs which facilitates the interface from Inventory Management Systems.

Note – The total value of the Child Agreements cannot exceed the contract total held on the Parent CPA. There is no system control for this however, it is managed by MI reports which validates the Child Agreement amounts and informs Commercial Officers accordingly.

Note - The Child Agreements or Purchase Orders beneath the Parent CPA may hold distinct currencies.

In addition, having set up the required Child CPAs, Purchase Orders to cover the structured elements of a contract such as milestone payments, stage payment plans should be created. The Requirements Owner is to be tasked to create the Purchase Requisitions in relation to these.

For contracts where the price and delivery schedules are not known at the point of contract award, or where new orders against the contract are infrequently created, catalogue items in a Child BPA will not be appropriate. The Commercial Office is to consider initiating the creation of 'Smart Forms' to aid the creation of non-catalogue requests. Smart Forms provide a predefined template for the creation of non-catalogue requisitions. Data such as the Category Code and the Child Agreement number can be pre-populated to ensure that requisition data is accurate.

The Commercial Officer should also consider the initiation of 'Informational Content Zones' to assist the iProcurement user in identifying existing contracts and linking to guidance. This ensures that requisitions are created in accordance with contract terms.

The following diagram represents the relationship between the Parent CPA, Child Agreements and Purchase Orders. The Parent CPA can have numerous Child Agreements associated with it and each Child Agreement can have numerous Purchase Orders.

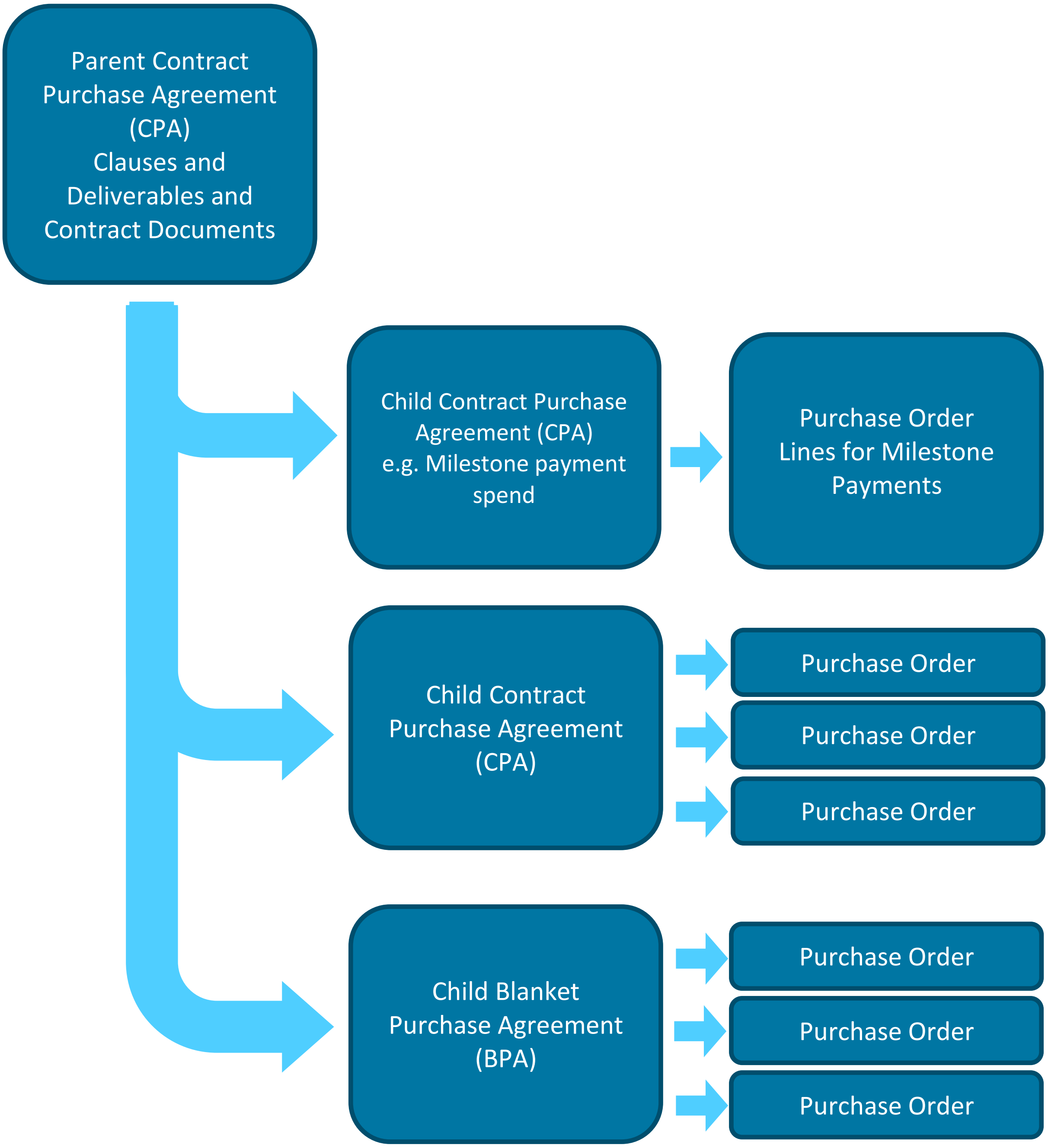


Diagram 1 – Parent CPA, Child Agreement and Purchase Order relationship

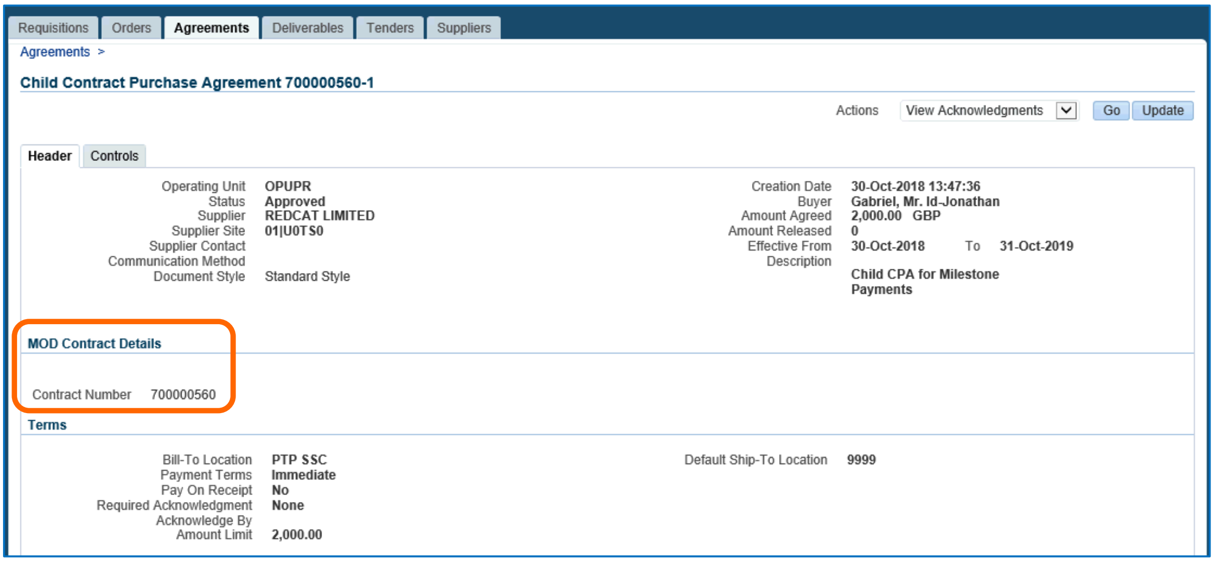
Contract Numbering

The relationship between the Parent CPA and Child Agreements will be managed via the numbering convention. Child Agreements will be allocated the same number as the contract number with a sequential suffix to make them unique.

A scenario to demonstrate the numbering is described below;

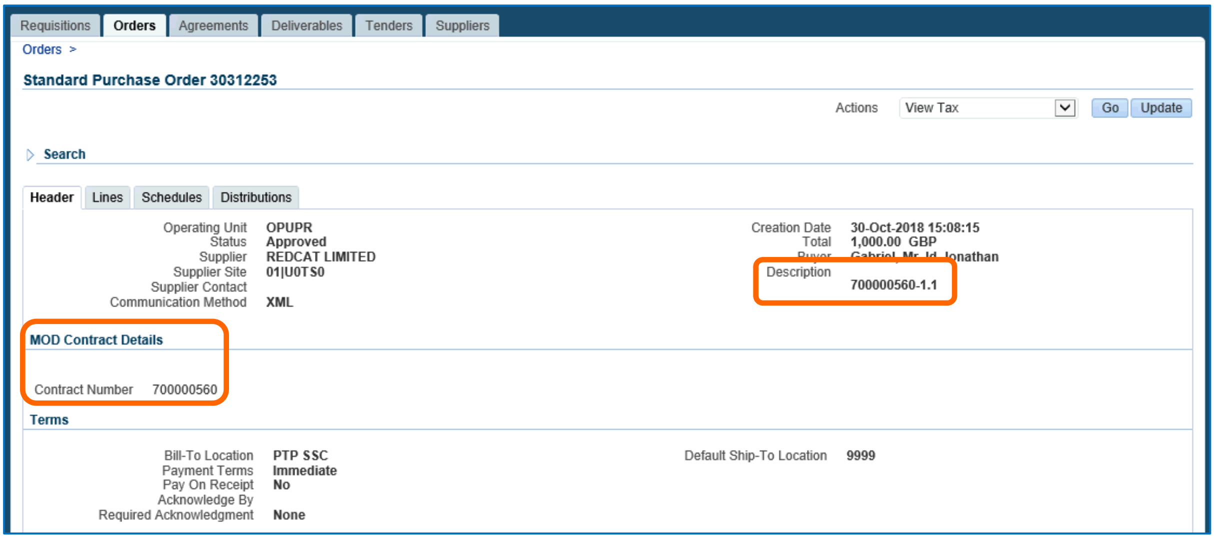
A contract has been set up on CP&F as a Parent CPA with a number of 700000560. Note, this number is a sequential number allocated when the RFQ document was created. To aid searching for the Parent CPA the Description field should adequately describe the contract.

The spend for the milestone payments is to be segregated by creating a Child CPA. When creating the Child CPA, the Commercial Officer will specify the Contract (Parent CPA) number. The Child CPA will be allocated a number the same as the contract number with a sequential suffix – 700000560-1.



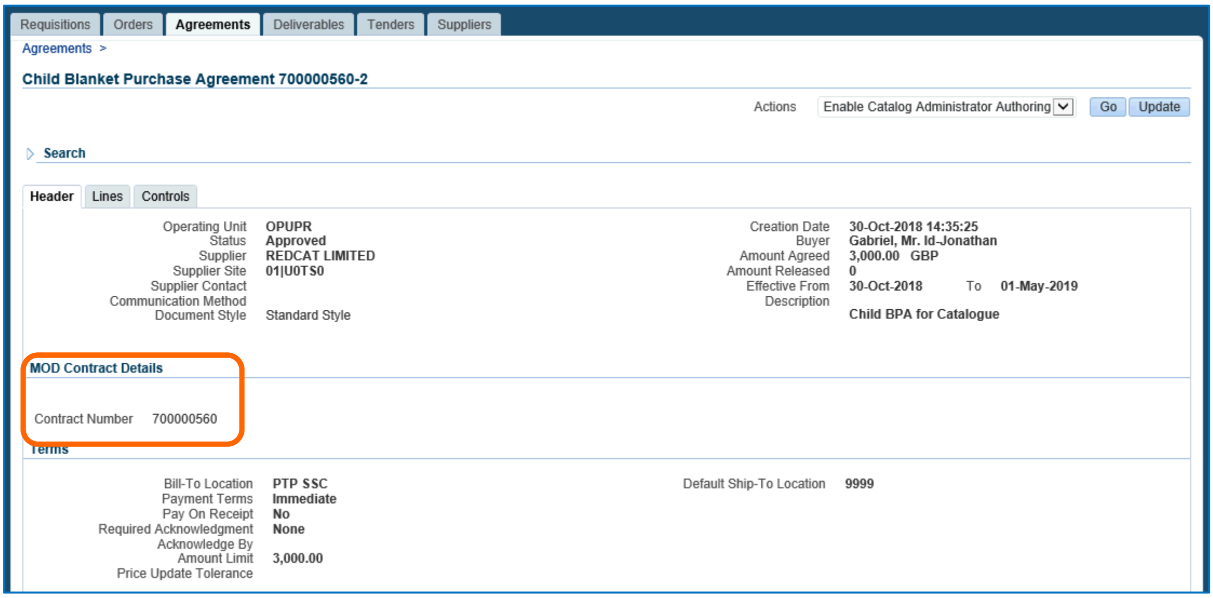
Screenshot 26 – Child CPA

Purchase Orders (POs) raised against Child Agreements will be allocated a sequential system number. Currently this is an eight-digit number beginning with a 3 e.g. 30312253. In addition, POs will have their Description prefaced with the associated Child Agreement number. This number is itself sequentially annotated. For example, the first Purchase Order created for the milestone payments against Child CPA 700000560-1 will have a Description of 700000560-1.1



Screenshot 27 – Standard Purchase Order

The contract also requires a catalogue of items to be set up so that users can buy from it in iProcurement and, therefore, a Child BPA is created. When creating the Child BPA, the Commercial Officer will specify the Contract (Parent CPA) number. The Child BPA will be allocated a number the same as the contract number with the next sequential suffix – 70000560-2.



Screenshot 28 – Child BPA

MOD Commercial Officers will only be able to access contracts and purchases relating to a contract if they have the relevant privileges. This will depend on their position and the position of the document's Buyer in the CP&F security hierarchy.

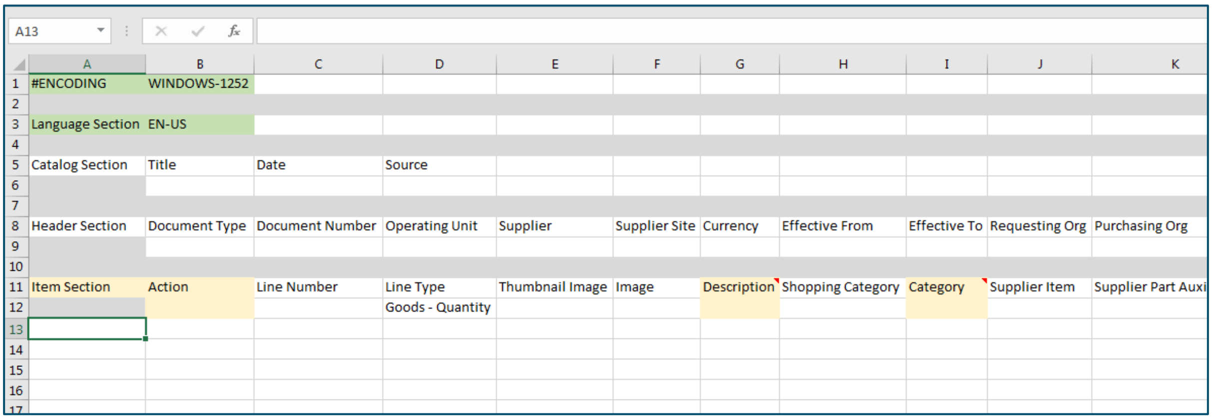
Create Child Blanket Purchase Agreement (BPA) Lines

Child Blanket Purchase Agreements (BPA) are used to manage catalogues in CP&F. There are two types of catalogues.

- Non-Inventory catalogues
- Inventory catalogues, using NATO Stock Numbers

Child BPA lines, containing details of the items (Goods or Services) and their firm or fixed prices are loaded to CP&F by utilising a spreadsheet load. Once commercially approved the Child BPA line items are available in the CP&F iProcurement search where they can be added to the Shopping Cart and Purchase Requisitions, and ultimately Purchase Orders, created.

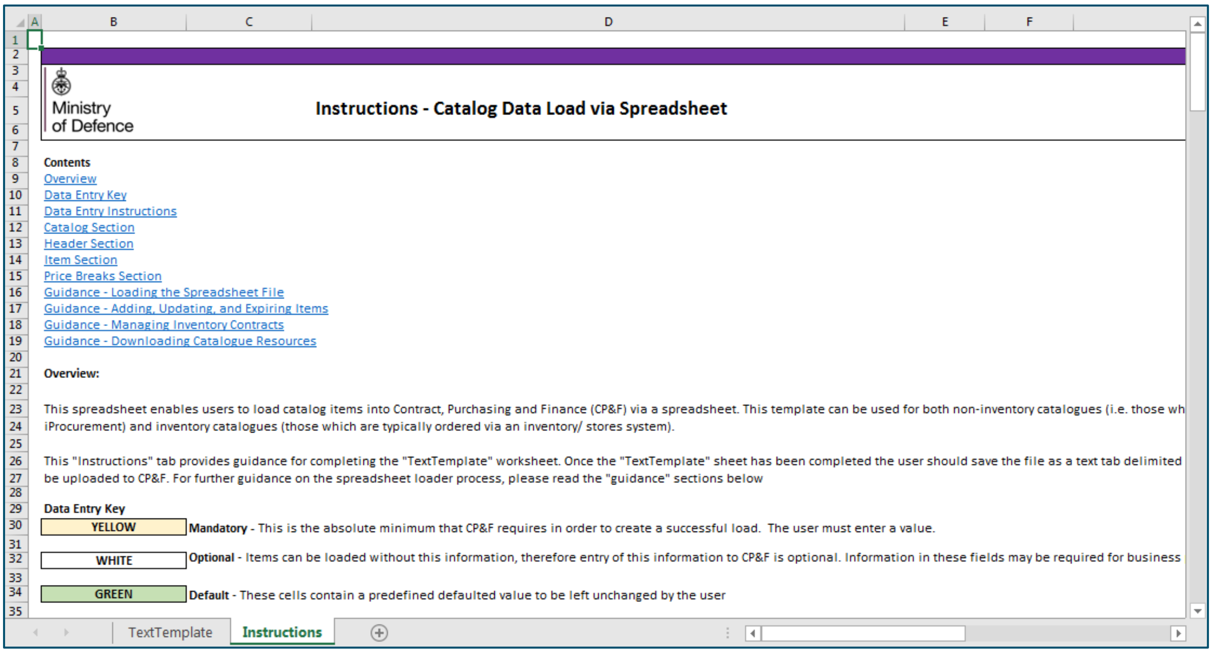
The MOD Commercial Officer may provide the Supplier with a pre-defined catalogue template and task the Supplier to complete the commercially agreed catalogue item data.



	A	B	C	D	E	F	G	H	I	J	K
1	#ENCODING	WINDOWS-1252									
2											
3	Language Section	EN-US									
4											
5	Catalog Section	Title	Date	Source							
6											
7											
8	Header Section	Document Type	Document Number	Operating Unit	Supplier	Supplier Site	Currency	Effective From	Effective To	Requesting Org	Purchasing Org
9											
10											
11	Item Section	Action	Line Number	Line Type	Thumbnail Image	Image	Description	Shopping Category	Category	Supplier Item	Supplier Part Auxi
12				Goods - Quantity							
13											
14											
15											
16											

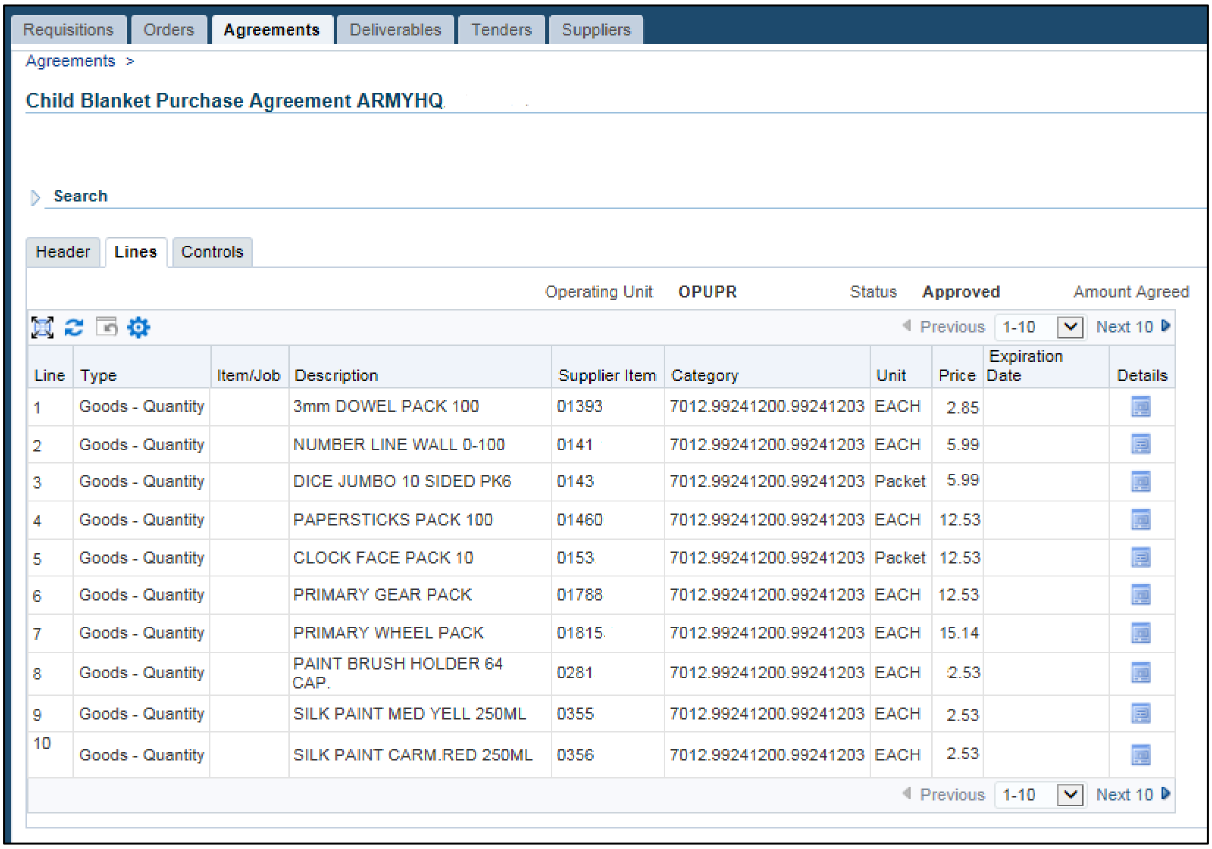
Screenshot 29 – Catalogue load template

Instructions for the completion of the template are included.



Screenshot 30 – Catalogue load template instructions

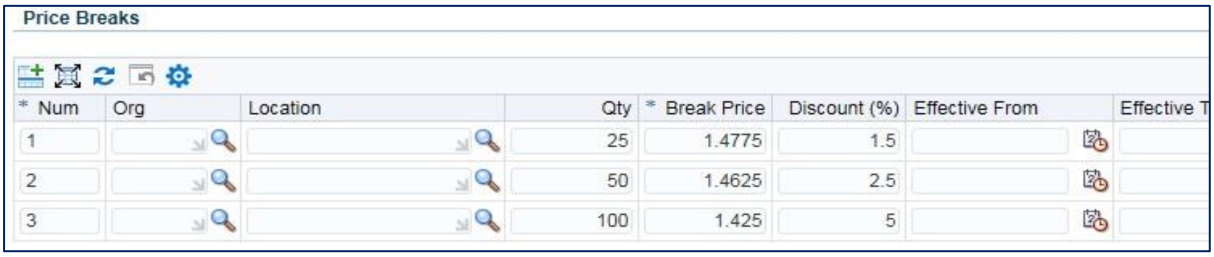
On receipt of the template file back from the Supplier, it is loaded to the Child BPA to create the lines.



Line	Type	Item/Job	Description	Supplier Item	Category	Unit	Price	Expiration Date	Details
1	Goods - Quantity		3mm DOWEL PACK 100	01393	7012.99241200.99241203	EACH	2.85		
2	Goods - Quantity		NUMBER LINE WALL 0-100	0141	7012.99241200.99241203	EACH	5.99		
3	Goods - Quantity		DICE JUMBO 10 SIDED PK6	0143	7012.99241200.99241203	Packet	5.99		
4	Goods - Quantity		PAPERSTICKS PACK 100	01460	7012.99241200.99241203	EACH	12.53		
5	Goods - Quantity		CLOCK FACE PACK 10	0153	7012.99241200.99241203	Packet	12.53		
6	Goods - Quantity		PRIMARY GEAR PACK	01788	7012.99241200.99241203	EACH	12.53		
7	Goods - Quantity		PRIMARY WHEEL PACK	01815	7012.99241200.99241203	EACH	15.14		
8	Goods - Quantity		PAINT BRUSH HOLDER 64 CAP.	0281	7012.99241200.99241203	EACH	2.53		
9	Goods - Quantity		SILK PAINT MED YELL 250ML	0355	7012.99241200.99241203	EACH	2.53		
10	Goods - Quantity		SILK PAINT CARM.RED 250ML	0356	7012.99241200.99241203	EACH	2.53		

Screenshot 31 – Child BPA Lines

Item price breaks can also be loaded from the template where a discount price would be assigned dependant on the quantity ordered.



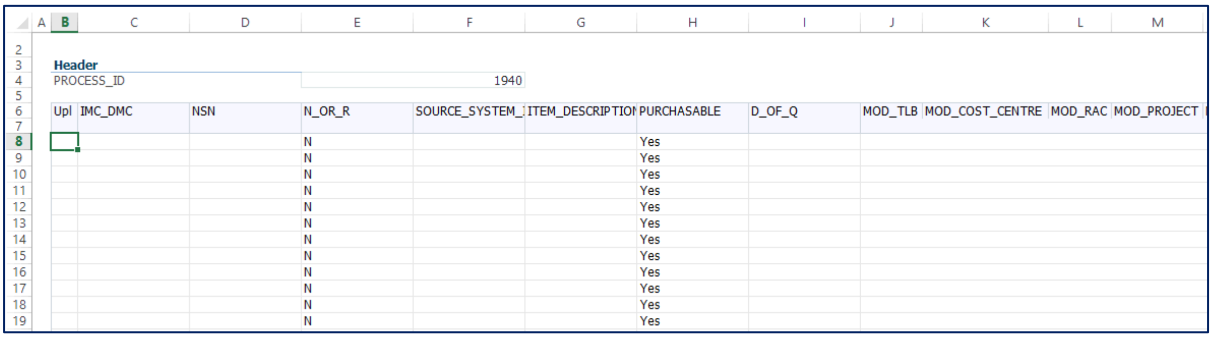
Price Breaks

* Num	Org	Location	Qty	* Break Price	Discount (%)	Effective From	Effective T
1			25	1.4775	1.5		
2			50	1.4625	2.5		
3			100	1.425	5		

Screenshot 32 – Child BPA Lines Price Breaks

Similarly, updates to item data, for example prices, can be loaded by a spreadsheet load. A history of catalogue lines is maintained against each child agreement with old lines being end dated, not deleted. This provides the MOD with an historic view of items, including prices, loaded to the child agreement.

For Inventory BPAs, there is prerequisite step to create the inventory item records in CP&F**.** The details are completed on a separate spreadsheet, including the NATO Stock Number (NSN), and then uploaded. The catalogue load spreadsheet is then then used to load the Child BPA lines with the inventory item details.



	B	C	D	E	F	G	H	I	J	K	L	M
3	Header											
4	PROCESS_ID				1940							
6	Upl	IMC_DMC	NSN	N_OR_R	SOURCE_SYSTEM_I	ITEM_DESCRIPTIOI	PURCHASABLE	D_OF_Q	MOD_TLB	MOD_COST_CENTRE	MOD_RAC	MOD_PROJECT
8				N			Yes					
9				N			Yes					
10				N			Yes					
11				N			Yes					
12				N			Yes					
13				N			Yes					
14				N			Yes					
15				N			Yes					
16				N			Yes					
17				N			Yes					
18				N			Yes					
19				N			Yes					

Screenshot 33 – Inventory Item load spreadsheet

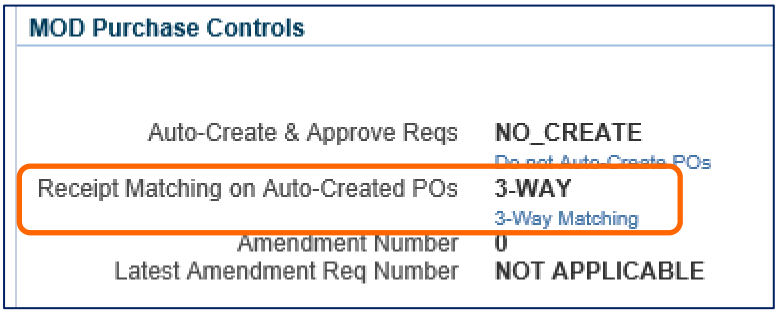
Matching

A decision is to be made by the Commercial Officer on the Matching setting on Child Agreements. The Matching setting prescribes which documents are used to match to Invoices before payments is initiated. This Matching setting applied to the Child Agreement will consequently apply to all Purchase Orders raised against it. The Matching options are;

- **2-WAY Matching** – There is no requirement for a Receipt. The invoice is matched to the PO line and payment is made.
- **3-WAY Matching** – There is a requirement for a Receipt. The invoice is matched to the PO line and the Receipt before payment is made.

Note – Receipting activity is performed by the MOD when goods/services are received AND meet the quality expected.

The default setting is 3-way matching, the Commercial Officer is to adequately assess the risk of 2-way matching before applying.



Screenshot 35 – Matching setting

Auto-Create and Approve Requisitions

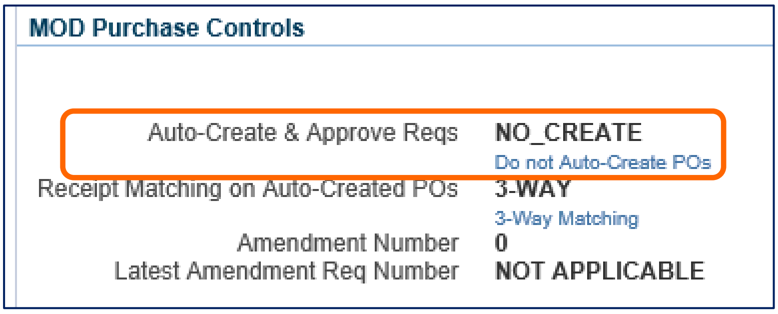
Child Agreements can be set up to automatically create and approve Purchase Orders, once the Purchase Requisitions have been financially approved. Commercial Officers are to adequately assess the risk of setting automatically created / approved Purchase Orders. The system default is to not have automatic Purchase Order creation / approval.

Note – It is usual for Child BPAs to be set for automatic Purchase Order generation and approval from the approved Purchase Requisition. This is particularly pertinent for Inventory

Child BPAs where the approved Purchase Requisition is interfaced from the Inventory Management System.

The Auto-Create and Approve options are detailed below;

Setting	Action	Considerations
CREATE	Auto-create Purchase Orders where Child Agreement is referenced on the Purchase Requisition line. Does not submit for approval i.e. Purchase Order will be in an incomplete status.	Commercial Officers should choose this setting if they want a Purchase Order to be created automatically but would like to review or make changes to it themselves before it is sent out to the Supplier.
CREATE APPROVE	Auto-create Purchase Order and approve automatically where Child Agreement is referenced on the Purchase Requisition line.	Commercial Officers should choose this setting if they want a fully-automated Purchase Order creation process.
CREATE SUBMIT	Auto-create Purchase Order and submit for approval where Child Agreement is referenced on the Purchase Requisition line.	Commercial Officers should choose this setting if they want an approver to review the order before it is sent to the Supplier.
NO CREATE	Do not Auto-Create Purchase Orders.	Commercial Officers should choose this setting if they want to be able to assign different Purchase Requisition lines against the same Child Agreement to different Commercial Officers to action, or group together multiple lines for the same Child Agreement from different Purchase Requisitions onto the same Purchase Order.

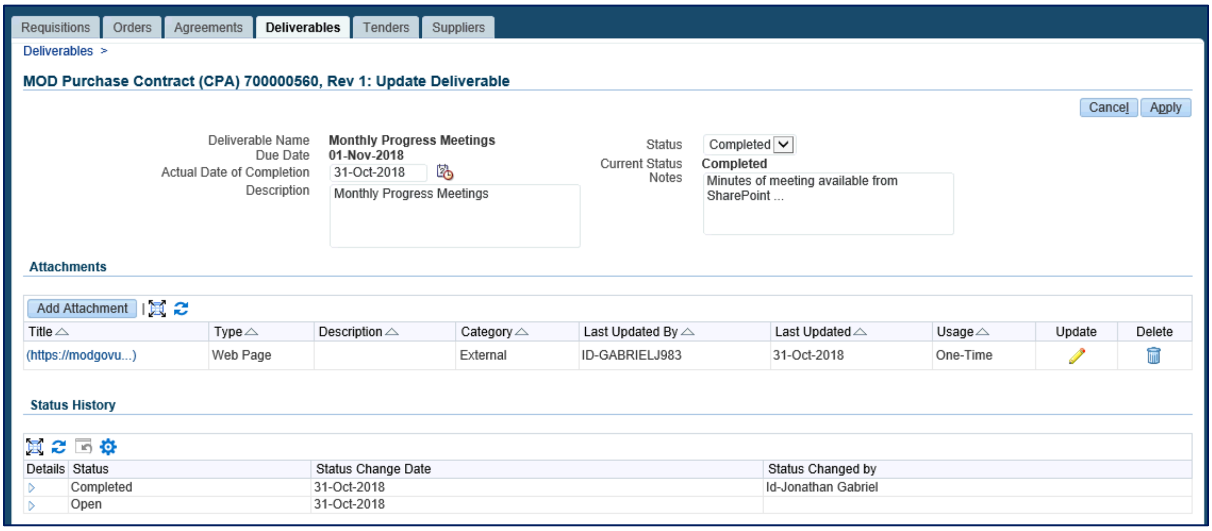


Screenshot 36 – Auto-Create & Approve setting

Deliverables Management

Each Deliverable set up on the Parent CPA will apply to either the Buyer Organisation (MOD) or the Supplier Organisation. An Internal Contact, Requester and, conditionally, Supplier Contact will be assigned. The Internal Contact will be, in most cases, the Commercial Officer, with the Requester normally being the Project Manager. By assigning a Deliverable to individuals they can then access and update the Deliverable status accordingly. Escalation contacts for late Deliverables can be set up so that they are notified if the status has not been entered.

Notifications will be used to prompt the contacts to update the status of Deliverables. Supplier contacts will be emailed these notifications. As the Supplier is not able to update the Deliverable status directly to CP&F they are, as necessary, to inform the MOD of the status.



Screenshot 37 – Update of Deliverable status

Purchase Requisitions

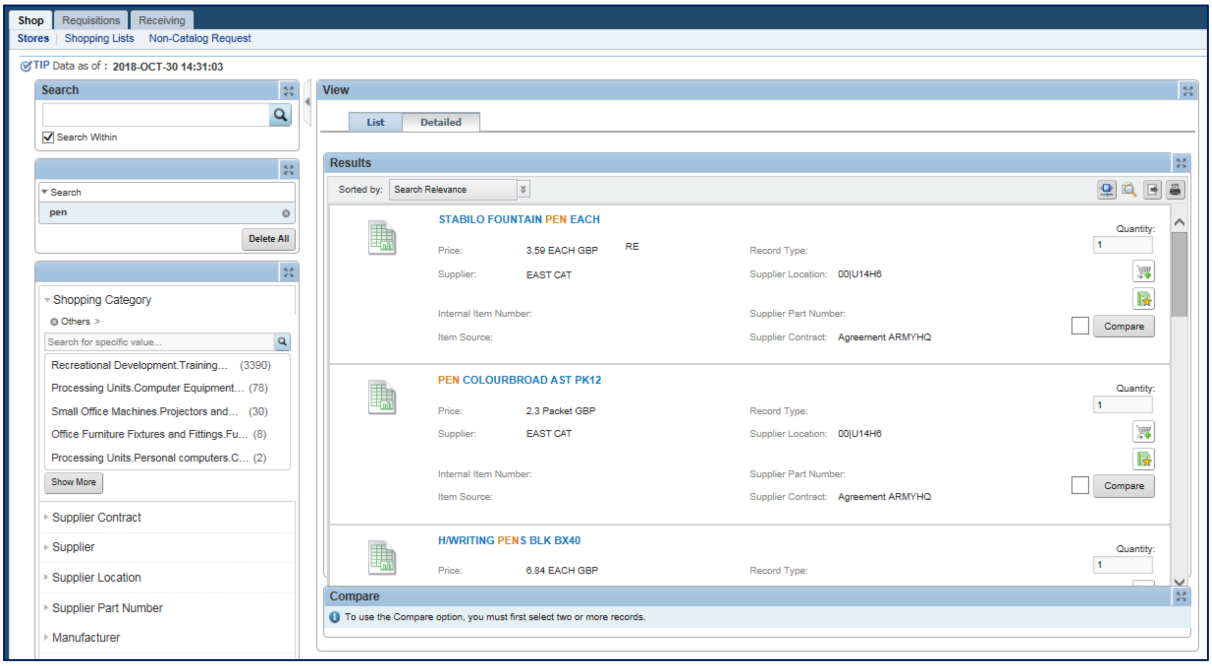
All purchases against contracts begin as Purchase Requisitions. They differ from Contract Requisitions in that the contract has already been created and Commercially approved.

It is mandated that Purchase Requisitions are financially approved in accordance with the approver's financial limits. Requisitions are routed to a group of approvers with adequate delegated authority in the relevant business area. The approver needs to be someone other than the requester as self-approval is not allowed on CP&F. Additional approvers can be added or by default depending on the Purchase Requisition data.

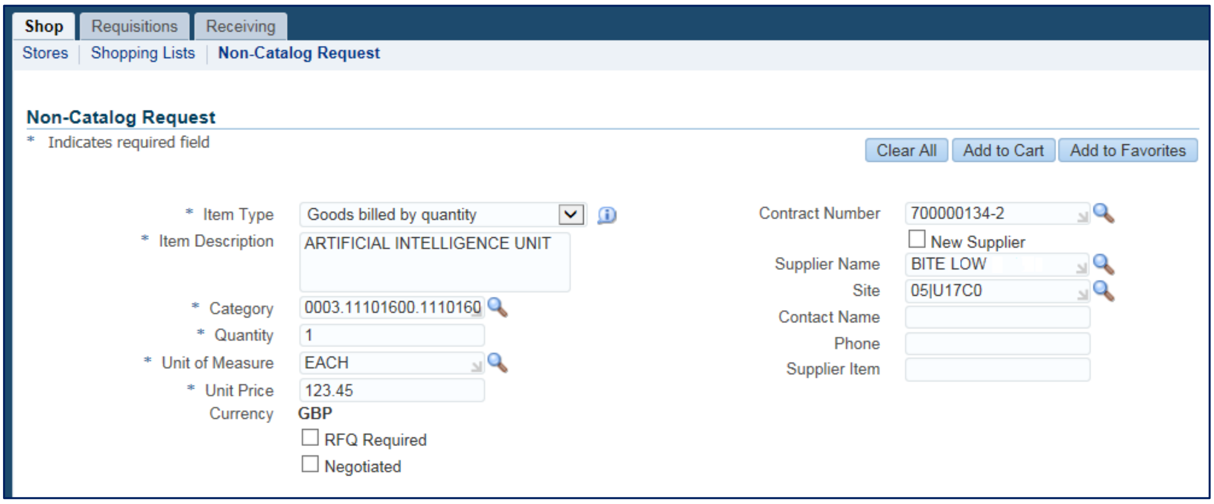
Purchase Requisitions are created by, or allocated to, the Requirements Owner **MOD iProcurement User** responsibility.

The type and settings on the Child Agreements will influence the method of Purchase Requisition creation;

- **Catalogue Purchase Requisitions** will be created by searching for the Child BPA items and adding to the iProcurement Shopping Cart. Search results can be sorted and compared.
  Note - some BPA lines (Catalogue Items) are only visible in the 'MOD Procurement Restricted' CP&F responsibility. These items are sensitive or restricted to certain audiences.
- **Non-Catalogue (Non-Catalog) Purchase Requisitions** will be created to order from contracts where the price and delivery schedules are either not defined at contract award or repeat ordering is not expected, e.g. milestone payments. Non-Catalogue Purchase Requisitions will reference the Child CPA before being added to the Shopping Cart. A **Smart Form template** is to be used with predefined data where these have been set up
- **Approved Inventory Purchase Requisitions** interfaced from Inventory Management Systems referencing the Inventory Child BPA



Screenshot 38 – iProcurement search of Catalogue (Child BPA) items

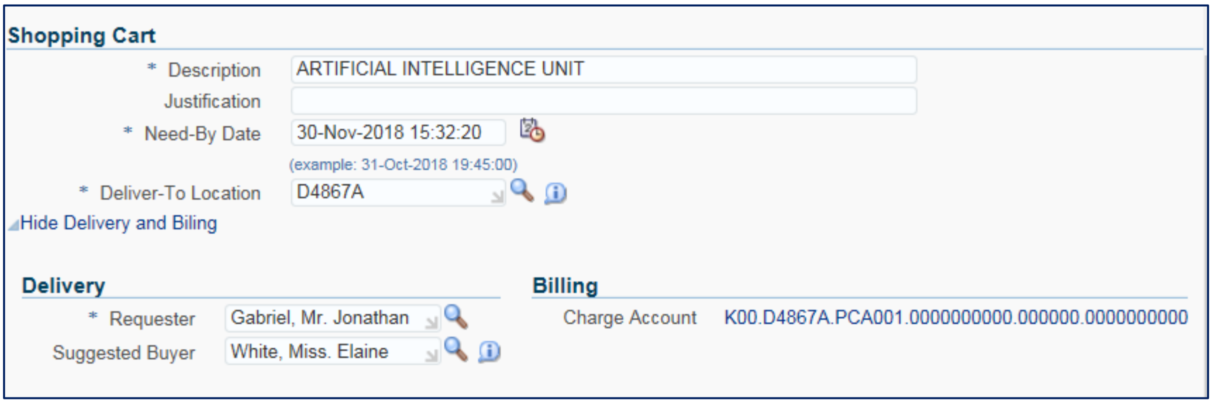


Screenshot 39 – iProcurement Non-Catalogue Request

Having added the catalogue or non-catalogue items to the Shopping Cart the iProcurement user will Checkout adding or updating the necessary Purchase Requisition data;

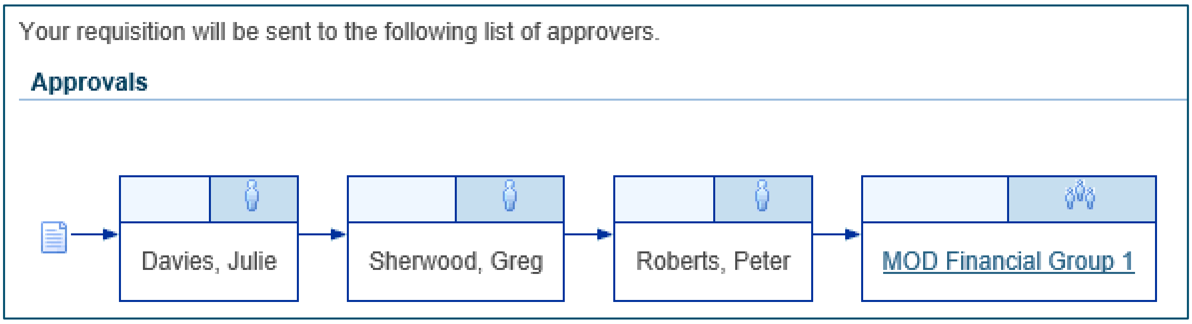
- **Need-By Date** – the date the requirement is needed to be satisfied by
- **Deliver To Location** - used for delivery purposes only. Defined by a Unit Identification Number (UIN). Note- this can be different to the UIN used for billing purposes
- **Suggested Buyer** – The Commercial Officer responsible for the Purchase Order. This will default from the Buyer on the Child Agreement

- **Billing Charge Account** – Contains the financial details for billing including the billing UIN



Screenshot 40 – iProcurement Checkout

Purchase Requisitions will be sent to a group of financial approvers based on the requisition value and accounting information. Additional approvers may also be included depending on data settings or approvers can be added manually.



Screenshot 41 – Checkout of Purchase Requisition showing additional approvers and mandatory Financial Approval Group

Each of the approvers will receive a notification in turn to request their approval before progression to the next approver and ultimately the financial approval group.

A sequential system number will be allocated to the Requisition. Currently this is an eight-digit number beginning with a 6 e.g. 60342966

The approval status of the Purchase Requisition will be updated as it progresses to approval. The statuses are as follows;

- **Incomplete** is when a document has been created and saved
- **In Process** when a document has been submitted for approval
- **Approved** when a document has received all the necessary approvals

Category Code

Every Purchase Requisition line will contain a Category Code. This is either predefined in the Catalogue (from the Child BPA lines), entered on the non-catalogue request or predefined on the Smart Form.

Note – It is imperative that the Category Code is entered correctly as it drives the CP&F Tax Engine, as well as being used for MI. CP&F is using the United Nations Standard Products and Services Code (UNSPSC) categorisation for all purchases. UNSPSC is a taxonomy of products and services for use in eCommerce and the Cabinet Office use UNSPSC for categorising central government spend.

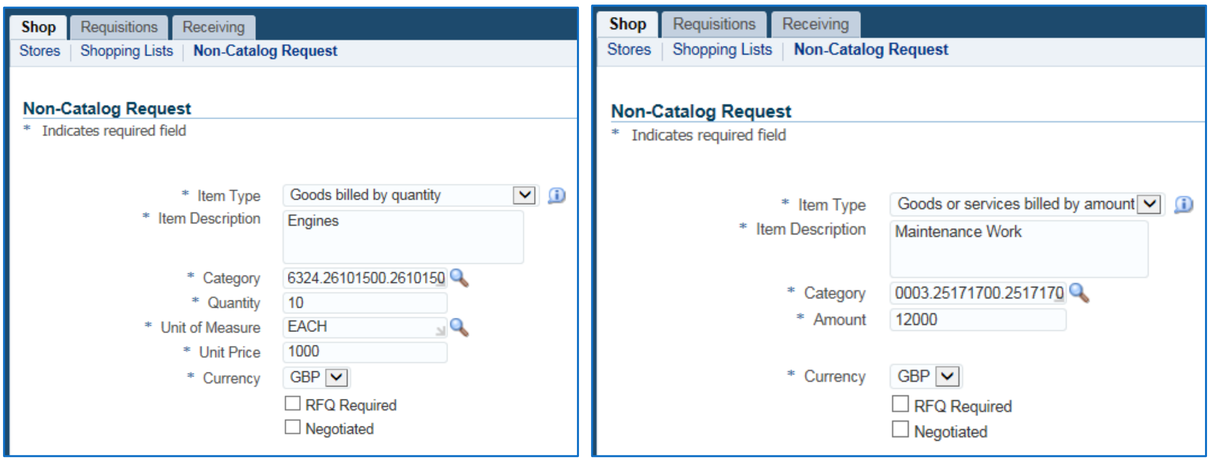
Line Item Types

Purchase Requisition lines describe the requirement for Goods or Services. The pricing of these can either be set as Quantity based or Amount based.

For Purchase Requisitions created from Catalogues the Line Item Type will be predefined. It can also be predefined from a Smart Form. A non-catalogue Purchase Requisition will allow the selection of the most appropriate Line Item Type;

- **Goods – Quantity** - describes goods billed by quantity. For example, 10 engines at £1000.00 each.
- **Services – Quantity** - describes services billed by quantity. For example, 10 days groundwork at £5000.00 a day
- **Services – Amount** – describes services billed by amount. For example, £12,000.00 worth of maintenance work

Note – a line type of **Goods-Amount** is not currently utilised in CP&F

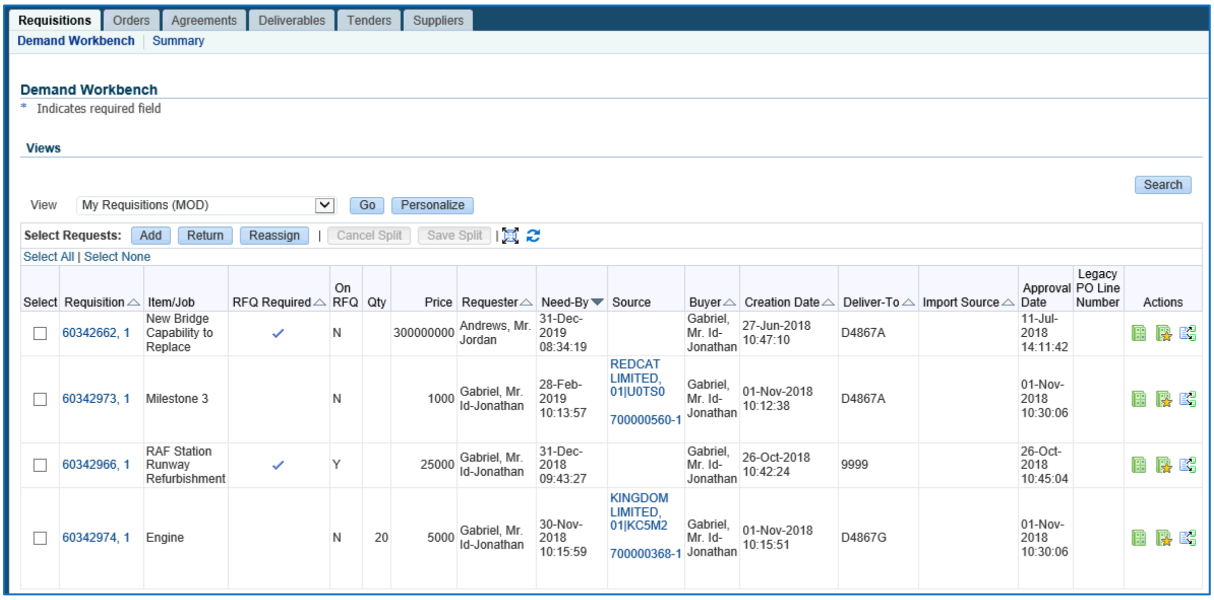


Screenshot 42 – Quantity and Amount based non-catalogue (non-catalog) request

Note - The Line Item Type effects how invoices and receipts are entered against the resulting Purchase Order. For Amount based Purchase Order lines the Quantity field will represent the Amount and the Price will show as 1. For example, a Quantity of 12000 represents the amount of £12,000.00.

Purchase Orders

Once the Purchase Requisition is financially approved then the Purchase Order can be created. This may be automatic depending on the Auto-Create and Approve Requisitions setting on the Child Agreement as described earlier. If there is no automatic creation the Commercial Officer is to create the Purchase Order from the Buyer Work Centre, Demand Workbench. This lists all financially approved Requisitions lines which have the Commercial Officer as the Suggested Buyer.

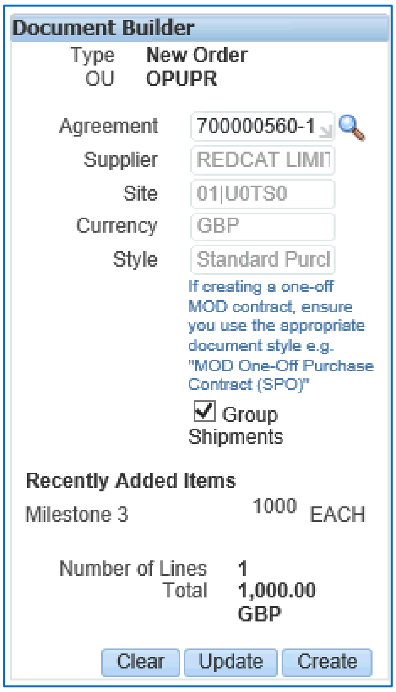


Select	Requisition	Item/Job	RFQ Required	On RFQ	Qty	Price	Requester	Need-By	Source	Buyer	Creation Date	Deliver-To	Import Source	Approval Date	Legacy PO Line Number	Actions
☐	60342662, 1	New Bridge Capability to Replace	✓	N		300000000	Andrews, Mr. Jordan	31-Dec-2019 08:34:19		Gabriel, Mr. Id-Jonathan	27-Jun-2018 10:47:10	D4867A		11-Jul-2018 14:11:42		
☐	60342973, 1	Milestone 3		N		1000	Gabriel, Mr. Id-Jonathan	28-Feb-2019 10:13:57	REDCAT LIMITED, 01|U0TS0 700000560-1	Gabriel, Mr. Id-Jonathan	01-Nov-2018 10:12:38	D4867A		01-Nov-2018 10:30:06		
☐	60342966, 1	RAF Station Runway Refurbishment	✓	Y		25000	Gabriel, Mr. Id-Jonathan	31-Dec-2018 09:43:27		Gabriel, Mr. Id-Jonathan	26-Oct-2018 10:42:24	9999		26-Oct-2018 10:45:04		
☐	60342974, 1	Engine		N	20	5000	Gabriel, Mr. Id-Jonathan	30-Nov-2018 10:15:59	KINGDOM LIMITED, 01|KC5M2 700000368-1	Gabriel, Mr. Id-Jonathan	01-Nov-2018 10:15:51	D4867G		01-Nov-2018 10:30:06		

Screenshot 43 – Financially approved Requisition lines in Demand Workbench

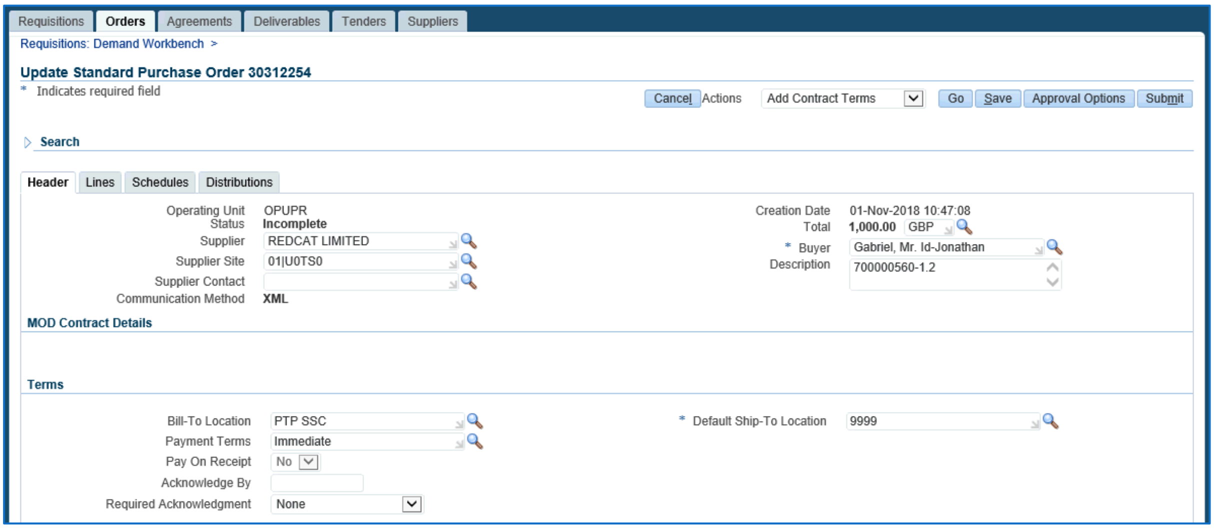
Note – Purchase Requisitions can be differentiated from Contract Requisitions as they do not have a tick in the RFQ Required column.

The Commercial Officer is to add Purchase Requisition lines to the Document Builder before creating the Purchase Order.



Screenshot 44 – Document Builder

Purchase Orders (POs) raised against Child Agreements will be allocated a sequential system number. Currently this is an eight-digit number beginning with a 3 e.g. 30312253. In addition, POs will have their Description prefaced with the associated Child Agreement number. This number is itself sequentially annotated. For example, the second Purchase Order created for a milestone payment against Child CPA 700000560-1 will have a Description of 700000560-1.2



Screenshot 45 – Update Purchase Order

The Commercial Officer is to review and, as necessary, update the Purchase Order sections;

- **Header** - information pertaining to the whole Purchase Order
- **Lines** – the requirement as described and transferred from the Purchase Requisition Line
- **Schedules** – transferred information including the Deliver-To location and the Need By Date
- **Distributions** - transferred information including the PO Charge Account containing the billing information and billing UIN

Once the Purchase Order has been updated it is to be submitted for Commercial approval. This approval is driven by the system settings of the Buyer (Commercial Officer) although additional approver can be added if necessary.

Each of the Commercial approvers will receive a notification to request their approval. The first to respond will approve the document.

The approval status of the Purchase Order will be updated as it progresses to approval. The statuses are as follows;

- **Incomplete** is when a document has been created and saved
- **In Process** when a document has been submitted for approval
- **Approved** when a document has received all the necessary approvals

The approval of the Purchase Order automatically generates the electronic transfer of the Purchase Order information into Exostar.

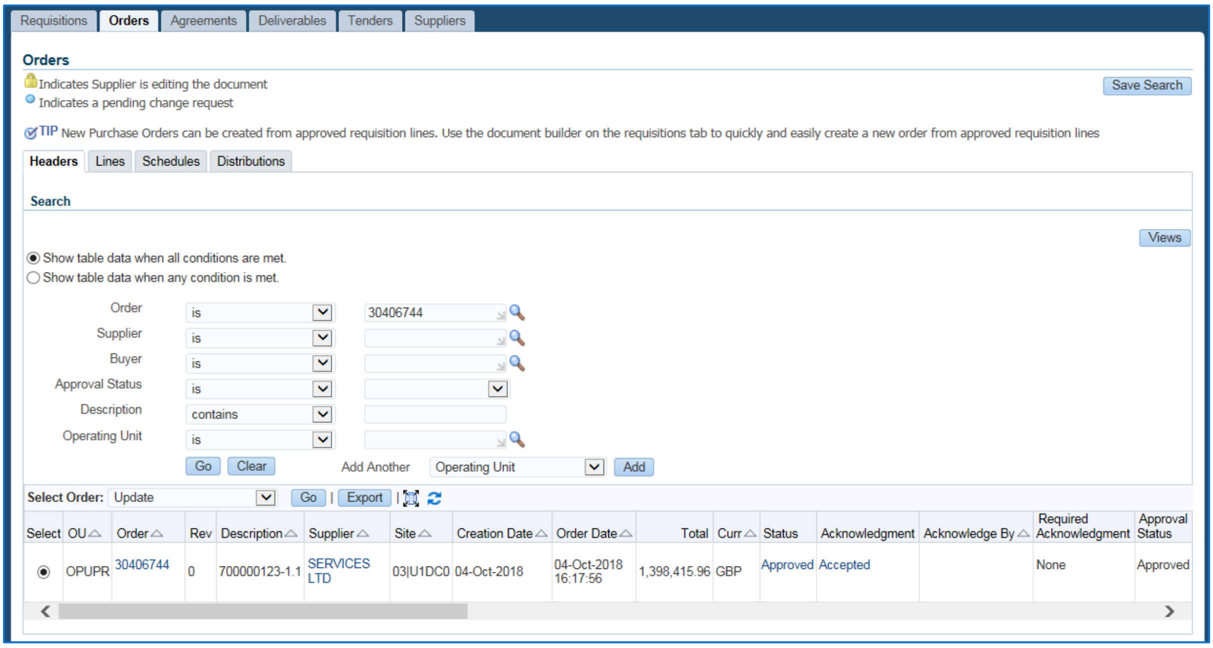
CP&F and Exostar Purchase Order comparison

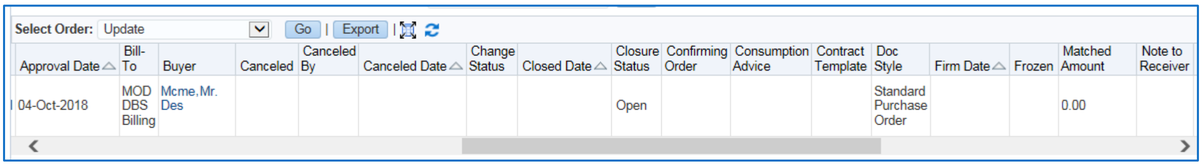
This chapter demonstrates how a Purchase Order appears on CP&F and Exostar. It also gives the opportunity to highlight the relationship between Purchase Order details on both systems. Occasionally Purchase Orders cannot be found in Exostar because they fail in the interface. If a Purchase Order is in an approved state, but is not visible in Exostar it may require a revision to communicate the information across the two systems.

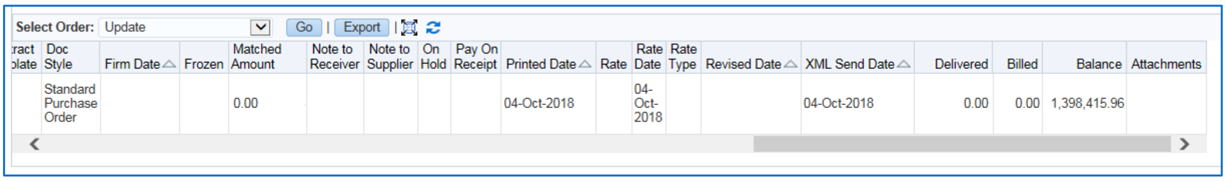
Note – Where the same field is displayed on numerous screens the description in this guide may not be repeated. Those fields which are not utilised or are blank are not described in this guide.

Header Search

The Purchase Order Header search screen facilitates the searching of various conditions. This could be direct from the Purchase Order number, if known or a combination of conditions. It is also possible to perform searches at other Purchase Order levels – Lines, Schedules and Distributions. This could be useful for searching for a range of results. For example, all Purchase Orders for a Supplier or contract or all lines on a Purchase Order. As the Contract number is entered automatically into the Purchase Order Header Description this can be used to facilitate a search for all Purchase Order created for a contract.







Screenshot 46 – Purchase Order Header Search

Field	Description	Relationship with Exostar
Order	The system allocated Purchase Order number Hyperlinks to display the Purchase Order pages.	Direct correlation with the **Order No.** field
Rev	The Revision number. This will be incrementally updated when the Purchase Order is updated and requires reapproval.	Direct correlation with the **Rev No.** However, this will not be interfaced until the Purchase Order has been commercially reapproved

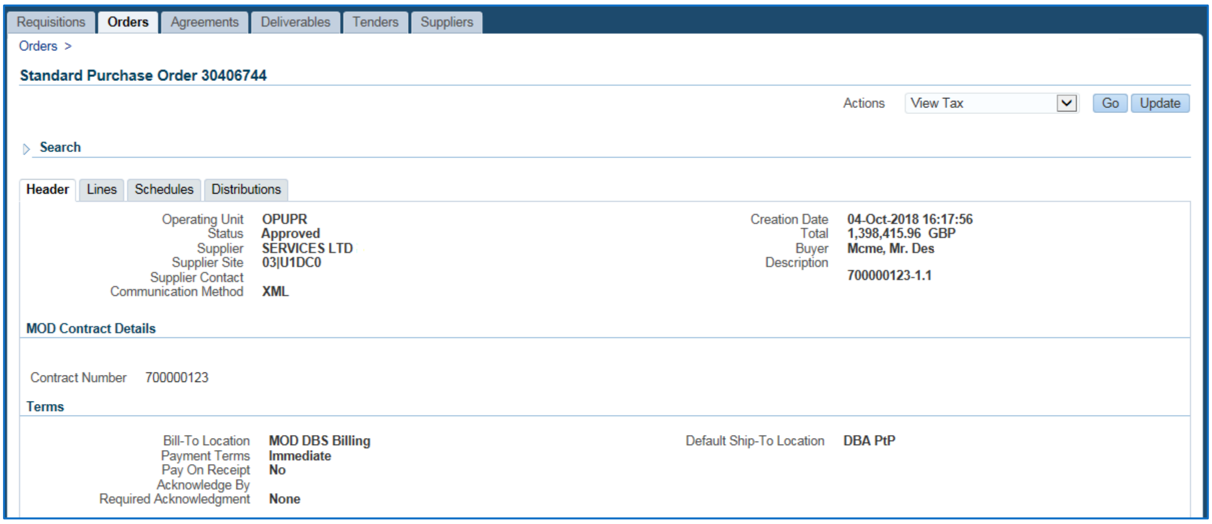
Field	Description	Relationship with Exostar
Description	This field will have been updated with the Child Agreement number followed by a sequential suffix. In this example 7000000123-1 is the Child Agreement and this is the first order. The Commercial Officer can annotate this field when the Purchase Order is created manually	Not transferred to Exostar
Supplier	The Supplier for the Purchase Order	Direct correlation with **Supplier Company** field
Site	Purchasing Site code. Contains unique identifier followed by the NCAGE	Correlates to **NCAGE** and **Supplier Address**
Creation Date	The date that the Purchase Order has been created	Correlates to the **Change Order Date.** **Note** – this **does not** directly relate to the **Order Created**, which relates to the date that the latest revision of the Purchase Order has been commercially approved or cancelled
Order Date	The date and time that the Purchase Order has been created. The same date as the **Creation Date**	Correlates to the **Change Order Date.** **Note** – this **does not** directly relate to the **Order Created**, which relates to the date that the latest revision of the Purchase Order has been commercially approved or cancelled
Total	The total value of the Purchase Order excluding VAT	Direct correlation with **Total Order Amt**
Curr	The currency that the price is expressed in.	Direct correlation with **Currency**
Status	The overall status of the Purchase Order **Approved** – commercially approved **Closed** – All lines Invoiced and Receipted or manually closed **Canceled** – Purchase Order cancelled **Incomplete** – Purchase Order created and saved but not yet submitted **In Process** – Purchase Order submitted for approval **Rejected** – Purchase Order has been rejected by the approver **Requires Reapproval** – Purchase Order has been updated and requires commercial reapproval Hyperlinks to display the **Action History** of the Purchase Order	Not transferred to Exostar

Field	Description	Relationship with Exostar
Acknowledgment	Updated from blank to **Accepted** or **Rejected** when Supplier accepts or rejects Hyperlinks to display the date that the Acceptance/Rejection has been interfaced into CP&F	Relates to, but does not directly correlate to **Order Status** and **Status**
Approval Status	The Approval Status of the Purchase Order **Approved** – commercially approved **Incomplete** – Purchase Order created and saved but not yet submitted **In Process** – Purchase Order submitted for approval **Rejected** – Purchase Order has been rejected by the approver **Requires Reapproval** – Purchase Order has been updated and requires commercial reapproval	Not transferred to Exostar
Approval Date	The date of approval of the latest revision of the Purchase Order	Will correlate to the **Order Created** date for the latest revision
Bill-To	Default of **MOD DBS Billing**	Direct correlation with **Bill To Name**
Buyer	The Commercial Officer responsible for the Purchase Order	Direct correlation with **Buyer Name**
Canceled	Blank or tick	No direct correlation with Exostar. However, the cancellation will cause a revision to the Purchase Order with zero quantity. The **Order Status** will show **Updated** The **Discrete Order Schedules Status** will show **Updated**
Canceled By	Name of user who has cancelled the Purchase Order	Not transferred to Exostar
Canceled Date	Date of the cancellation of the Purchase Order	Will correlate to the **Order Created** date for the latest revision
Closed Date	Date that the Purchase Order has closed, either as a result of all lines being closed (invoices and receipted) or manually closed	Not transferred to Exostar **Note** - this **does not** directly relate to an **Order Status** of **Closed** or a **Discrete Order Schedules Status** of **Closed**
Closure Status	**Open** or **Closed**	Not transferred to Exostar
Matched Amount	The total matched (invoiced and receipted) amount. This is based on the monetary amount. i.e. For *Quantity* based Purchase Orders it is the Quantity matched * Price	Not transferred to Exostar

Field	Description	Relationship with Exostar
Rate	The conversion used for the currency calculation. Only populated when currency is not GBP	Not transferred to Exostar
Rate Date	The date of the currency rate calculation	Not transferred to Exostar
XML Send Date	The date that the Purchase Order has been transferred to the Supplier. Usually, but not always, this matches the Approved date. **Note** – if there has been any delay in the transfer this date will be later than the Approved date.	Usually, but not always, relates to the **Order Created** date for the latest revision
Delivered	The total amount that has been delivered (Receipted). This is based on the monetary amount. i.e. For *Quantity* based Purchase Orders it is the Quantity matched * Price	Not transferred to Exostar
Billed	The total amount that has been Billed (Invoices). This is based on the monetary amount. i.e. For *Quantity* based Purchase Orders it is the Quantity matched * Price	Not directly reflected in Exostar. For Amount based Purchase Order lines the sum of the **Qty Invoiced** in **Invoice Info** will correspond
Balance	The outstanding amount i.e. the amount that has not been matched. The **Total** minus the **Matched Amount**	Not directly reflected in Exostar.

Header

The Order hyperlink from the Orders search screen will display pages for each of the Purchase Order levels. The Header page displays correlating data from the Search page. The Order number and Revision number (Rev) is shown at the top of the page.

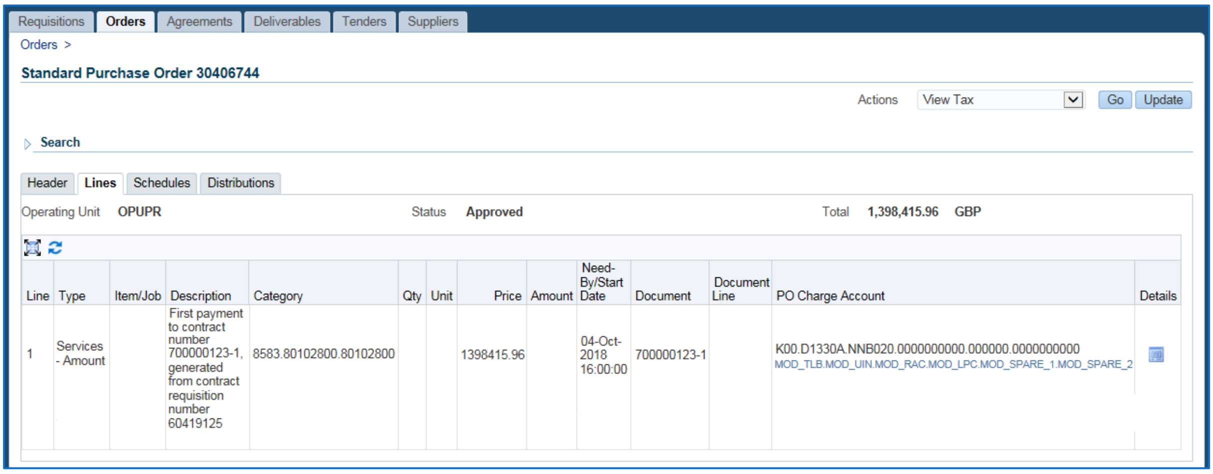


Screenshot 47 – Purchase Order Header

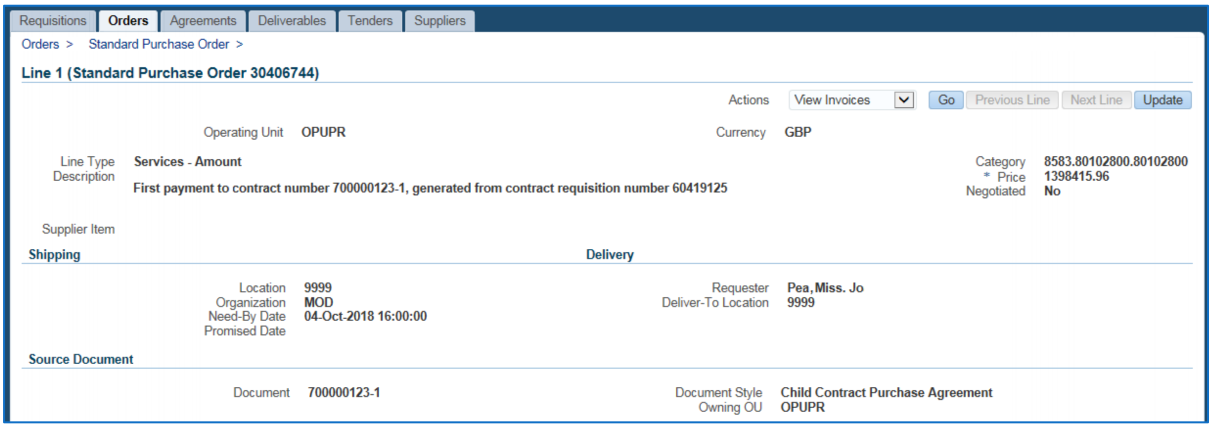
Field	Description	Relationship with Exostar
Creation Date	The date and time that the Purchase Order has been created.	Correlates to the **Change Order Date.** **Note** – this **does not** directly relate to the **Order Created**, which relates to the date that the latest revision of the Purchase Order has been commercially approved or cancelled
MOD Contract Details		
Contract Number	The Contract / Parent CPA number	Correlates to **Contract No.**
Terms		
Bill-To Location	Will always be **MOD DBS Billing**	Correlates to **Bill To Name**
Payment Terms	Will always be **Immediate**	Correlates to **Payment Terms**
Default Ship-To Location	Defaults from the **Ship-To Location** that has been defined on the Parent CPA. Usually **9999** or **DBA PtP**	Correlates to **Ship To Company**

Line

The specifics of the Purchase Order requirements are displayed on the Lines tab. The Details icon is used to display additional information for each individual line.



Screenshot 48 – Purchase Order Line



Screenshot 49 – Purchase Order Line Details

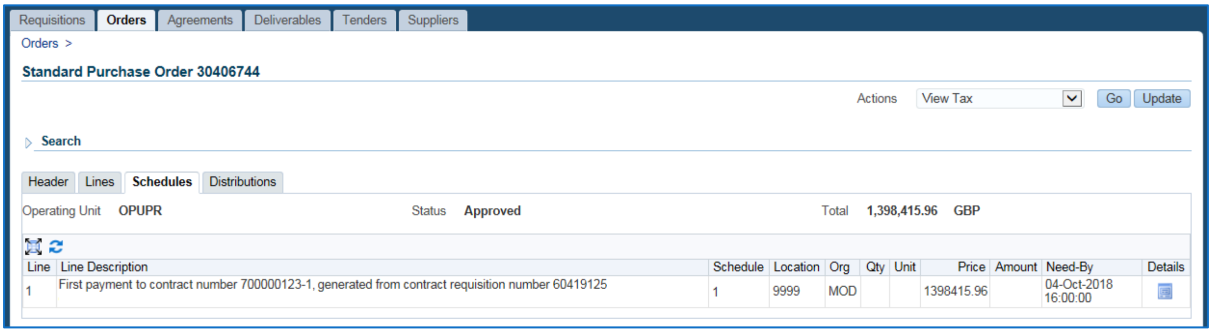
Field	Description	Relationship with Exostar
Line	Sequential line numbers	Will relate to the first part of the **Line/Ship** number
Type	The Line Item Type – **Goods – Quantity** **Service – Quantity** **Service – Amount**	No direct correlation but influences how the price and quantity are displayed
Item/Job	Will contain the Item code for Inventory Purchase Orders For example, **5330997293430.N.00001**	The NATO Stock Number part of the Item Code will be reflected in **the Buyer Item No.** For example, **5330997293430**
Description	Line Description	Corresponds to **Item Description**
Category	Category code	Not transferred to Exostar

Field	Description	Relationship with Exostar
Qty	The quantity required. For Amount based lines, this field will be blank	For Quantity based lines, if there is only one associated Schedule, the quantity will be reflected in the **Quantity**
Unit	The Unit of Measure. e.g. EACH For Amount based lines, this field will be blank	Relates to the **UOM** **Note –** For Amount based lines the UOM will always be EACH
Price	The price. For Quantity based lines, this is the price per unit. e.g. the price each For Amount based lines this is the monetary value of the line	For Quantity based lines the price will show in the **Unit Price** For Amount based lines, if there is only one Schedule, the price will show in the **Quantity** and **Line Total.** The **Unit Price** will default to **1.0**
Amount	For Quantity based lines, the value of the line is calculated i.e. Quantity * Price For Amount based lines this field will be blank	For Quantity based lines, if there is only one Schedule, the Amount will be reflected in the **Line Total**
Need By/Start Date	The date and time the requirement is needed by. Format dd-mmm-yyyy hh:mm:ss	Relates to **Request Deliver Date**. Format yyyy:mm:dd
Document	The Child Agreement number	Not transferred to Exostar
Document Line	For Purchase Order lines that have been created from a Child Blanket Purchase Agreement, the Child Blanket Purchase Agreement Line number will be displayed	Not transferred to Exostar
PO Charge Account	Contains the financial details for billing including the billing UIN	Not transferred to Exostar
Line Details **Note – some fields displayed are dependent**		
Line Type	The Line Item Type – **Goods – Quantity** **Service – Quantity** **Service – Amount**	No direct correlation
Supplier Item	The Supplier's code for the item where the Purchase Order has been created from a Child Blanket Purchase Agreement	Conditionally relates to the **Supplier Item No.**
Category	Category code	Not transferred to Exostar
Quantity	Only displayed for Quantity based lines. The quantity required.	For Quantity based lines, if there is only one associated Schedule, the quantity will be reflected in the **Quantity**
Unit	Only displayed for Quantity based lines. The Unit of Measure. e.g. EACH	Relates to the **UOM**

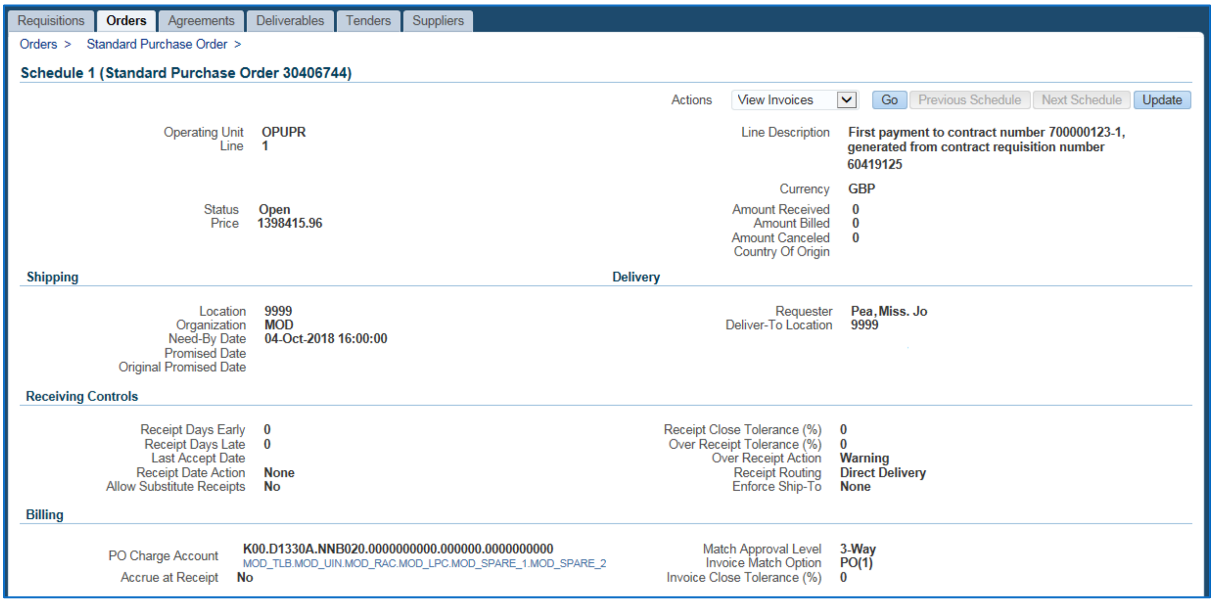
Field	Description	Relationship with Exostar
Price	The price. For Quantity based lines, this is the price per unit. e.g. the price each For Amount based lines this is the monetary value of the line	For Quantity based lines the price will show in the **Unit Price** For Amount based lines, if there is only one Schedule, the price will show in the **Quantity** and **Line Total.** The **Unit Price** will default to **1.0**
Amount	Only displayed for Quantity based lines. Calculated from Quantity * Price	For Quantity based lines, if there is only one Schedule, the Amount will be reflected in the **Line Total**
Line Details Shipping and Delivery		
Location	The deliver to location represented by a UIN (Unit Identification Number). For Service based lines, this may be represented by the default value of 9999	Relates to **Ship To**
Need-By Date	The date and time the requirement is needed by. Format dd-mmm-yyyy hh:mm:ss	Relates to **Request Deliver Date**. Format yyyy:mm:dd
Requester	The Requester – the iProcurement user who has created the Requisition. For Inventory Purchase Orders, this is mapped from the Inventory item details as the Requisition is created automatically when interfaced from the Inventory Management System	Relates to the **Requester Name**
Deliver-To Location	The deliver to location. For Service based lines this may be represented by the default value of 9999	Relates to **Ship To**
Line Details Source Document		
Document	The Child Agreement number	Not transferred to Exostar
Document Line	For Purchase Order lines that have been created from a Child Blanket Purchase Agreement, the Child Blanket Purchase Agreement Line number will be displayed	Not transferred to Exostar
Document Style	Whether the Purchase Order relates to a **Child Contract Purchase Agreement** or **Child Blanket Purchase Agreement**	Not transferred to Exostar

Schedule

A Purchase Order Line could potentially be split into separate Schedules if there were multiple delivery points. Receipting and Invoicing activity is recorded at Schedule level.



Screenshot 50 – Purchase Order Schedules



Screenshot 51 – Purchase Order Schedule Details

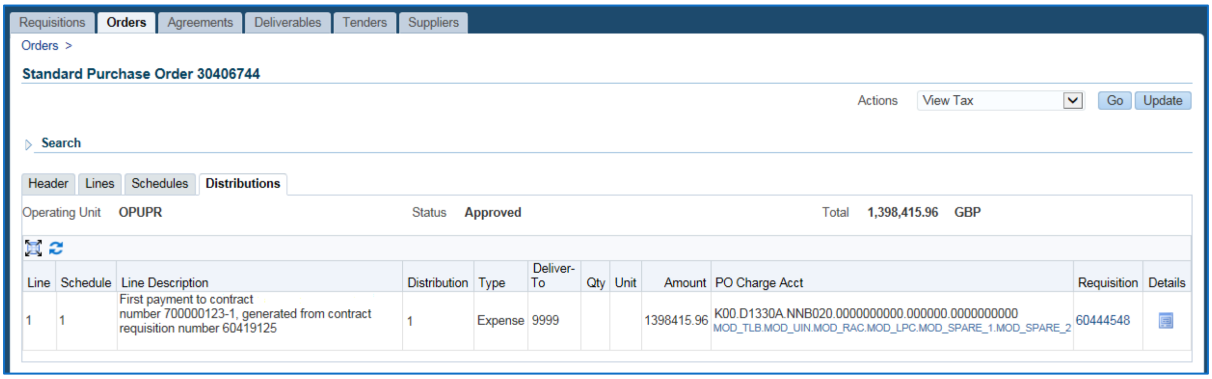
Field	Description	Relationship with Exostar
Line	The Line number that the Schedule relates to	Will relate to the first part of the **Line/Ship** number
Line Description	The Line Description. **Note** - All Schedules for the same line will display the same	Corresponds to **Item Description**
Schedule	Sequential Schedule number	Will relate to the second part of the **Line/Ship** number

Field	Description	Relationship with Exostar
Location	The deliver to location represented by a UIN (Unit Identification Number) for each Schedule. For Service based lines this may be represented by the default value of 9999	Relates to **Ship To**
Qty	The quantity required for this Schedule. For Amount based lines this field will be blank	For Quantity based lines the quantity will be reflected in the **Quantity**
Unit	The Unit of Measure. e.g. EACH For Amount based lines, this field will be blank	Relates to the **UOM** **Note –** For Amount based lines the UOM will always be EACH
Price	The price. For Quantity based lines, this is the price per unit. e.g. the price each For Amount based lines this is the monetary value of this Schedule	For Quantity based lines the price will show in the **Unit Price** For Amount based lines the price of this Schedule will show in the **Quantity** and **Line Total.** The **Unit Price** will default to **1.0**
Amount	For Quantity based lines, the value of the Schedule is calculated i.e. Quantity * Price For Amount based lines this field will be blank	For Quantity based lines the Amount of this Schedule will be reflected in the **Line Total**
Need-By	The date and time the requirement is needed by. Format dd-mmm-yyyy hh:mm:ss	Relates to **Request Deliver Date**. Format yyyy:mm:dd
Schedule Details **Note – some fields displayed are dependent**		
Status	**Open** or **Closed** **Note –** Schedules will close when Invoiced and Receipted or manually closed	Not transferred to Exostar
Quantity	Only displayed for Quantity based lines. The quantity required for this Schedule.	For Quantity based lines the quantity will be reflected in the **Quantity**
Unit	Only displayed for Quantity based lines. The Unit of Measure. e.g. EACH	Relates to the **UOM**
Amount	Only displayed for Quantity based lines. The value of the Schedule is calculated i.e. Quantity * Price **Note** – The Price is not displayed on this page for Quantity based lines	The Amount of this Schedule will be reflected in the **Line Total**
Price	Only displayed for Amount based lines. This is the monetary value of this Schedule	For Amount based lines the price of this Schedule will show in the **Quantity** and **Line Total.** The **Unit Price** will default to **1.0**

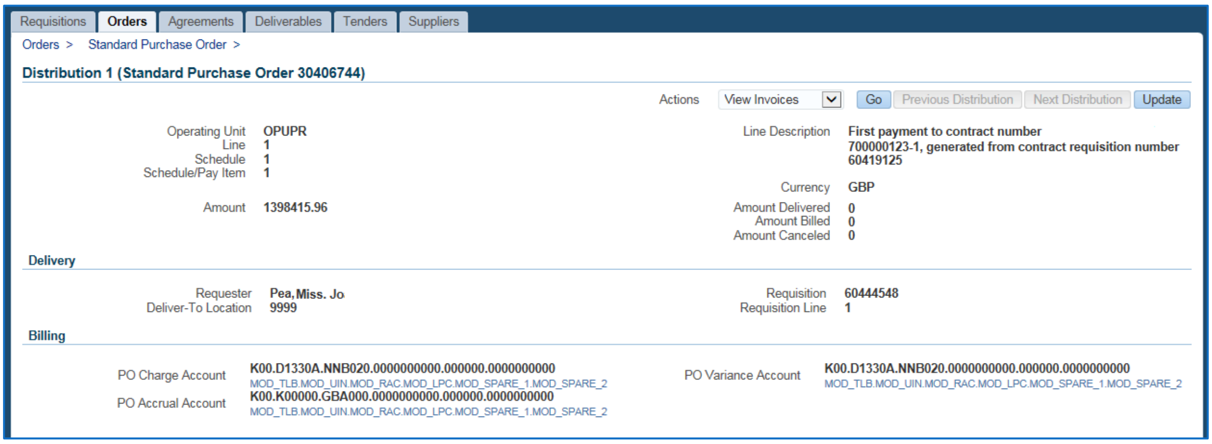
Field	Description	Relationship with Exostar
Quantity Received	For Quantity based lines, this is the total quantity that has been receipted for this Schedule	Not transferred to Exostar
Quantity Billed	For Quantity based lines, this is the total quantity that has been invoiced for this Schedule	Relates to **Invoiced Qty**
Quantity Cancelled	For Quantity based lines, this is the total quantity that has been cancelled for this Schedule	No direct correlation with Exostar. However, the cancellation will cause a revision to the Purchase Order with a Schedule with zero quantity. The **Discrete Order Schedules Status** will show **Updated**
Amount Received	For Amount based lines, this is the total amount that has been receipted for this Schedule	Not transferred to Exostar
Amount Billed	For Amount based lines, this is the total amount that has been invoiced for this Schedule	Relates to **Invoiced Qty**
Amount Cancelled	For Amount based lines, this is the total amount that has been cancelled for this Schedule	No direct correlation with Exostar. However, the cancellation will cause a revision to the Purchase Order with a Schedule with zero quantity. The **Discrete Order Schedules Status** will show **Updated**
Match Approval Level	**3-Way** or **2-Way**	Not transferred to Exostar
URRI	The Unique Receipt Reference Indicator for Inventory Purchase Orders only (see Inventory Purchase Orders section below)	Direct correlation with **URRI**

Distributions

A Purchase Order Schedule could potentially be split into separate Distributions to describe a split in finance and billing to separate accounts.



Screenshot 52 – Purchase Order Distributions



Screenshot 53 – Purchase Order Distribution Details

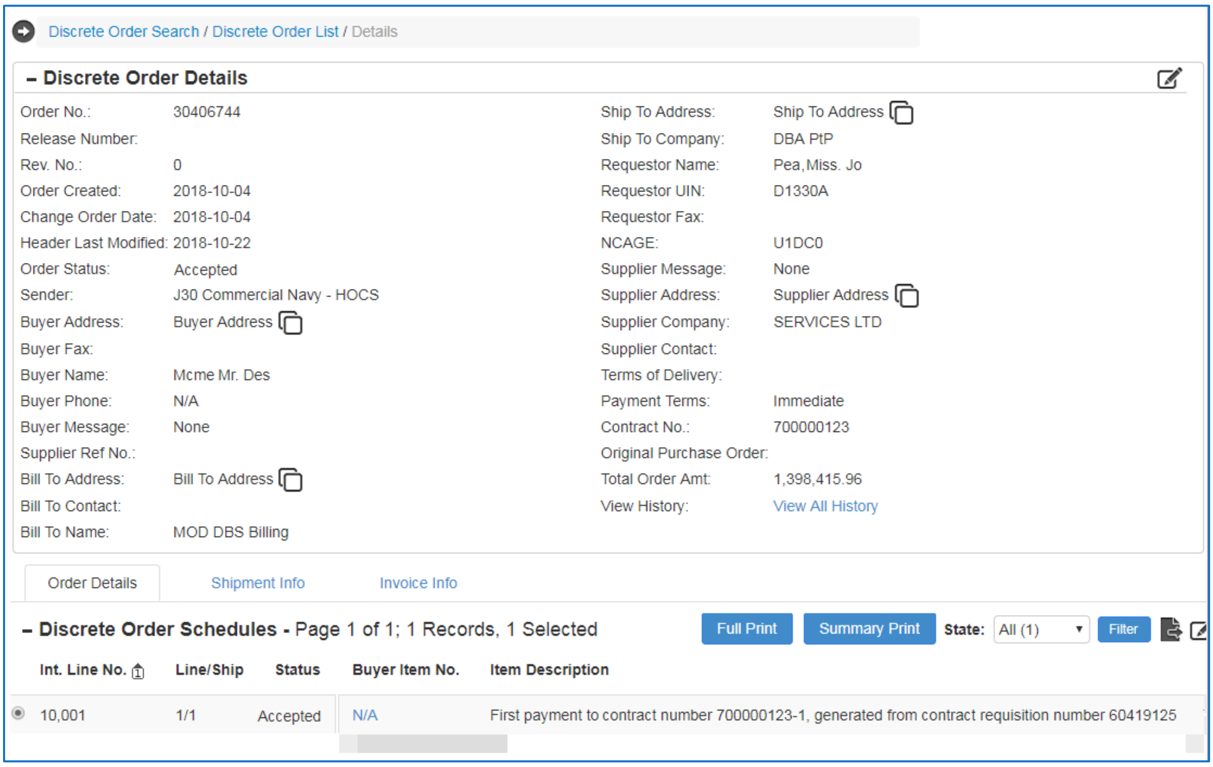
Field	Description	Relationship with Exostar
Line	The Line number that the Schedule and Distribution relates to	Will relate to the first part of the **Line/Ship** number
Schedule	The Schedule number that the Distribution relates to	Will relate to the second part of the **Line/Ship** number
Line Description	The Line Description. **Note** - All Schedules for the same line will display the same	Corresponds to **Item Description**
Distribution	Sequential Distribution number	Not transferred to Exostar
Qty	The quantity required for this Distribution. For Amount based lines this field will be blank	Not transferred to Exostar
Amount	For Quantity based lines, the value of the Distribution is calculated i.e. Quantity * Price For Amount based lines this is the monetary value of this Distribution	Not transferred to Exostar

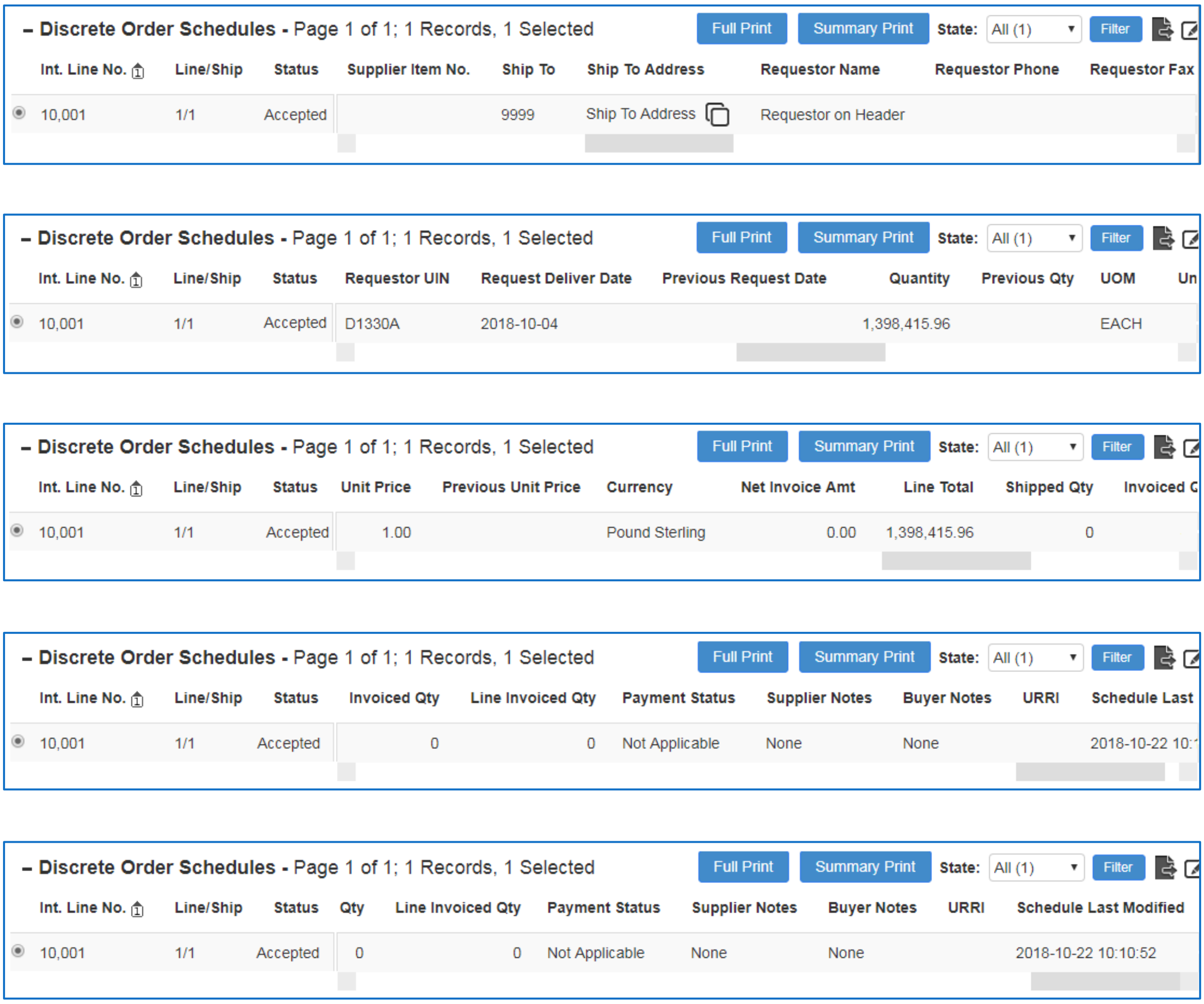
Field	Description	Relationship with Exostar
PO Charge Acct	Contains the financial details for billing including the billing UIN	Not transferred to Exostar
Requisition	The Purchase Requisition that the Purchase Order Line has been created from	Not transferred to Exostar
Distribution Details **Note – some fields displayed are dependent**		
Requisition Line	The Purchase Requisition line that the Purchase Order Line has been created from	Not transferred to Exostar

Exostar – Discrete Order Details

The Exostar Purchase Order Discrete Order Screen is shown for comparison with the CP&F Purchase Order data.

Note – some of the information is transferred from standing data within CP&F and is not shown on the CP&F Purchase Order. Blank fields or those not used are not described.





Screenshot 54 – Exostar Discrete Order Details and Schedules

Field	Description	Relationship with CP&F Purchase Order
Order No	The CP&F sequentially generated Purchase Order number	Can be described as **Order** or **Standard Purchase Order**
Release No	Blank	Not used in CP&F
Rev No	The Revision number. This will be incrementally updated when the Purchase Order is updated in CP&F and requires reapproval.	Correlation with **Rev** The updated Purchase Order in CP&F will not be interfaced until commercially reapproved
Order Created	The date that the latest revision of the Purchase Order has been Commercially approved. i.e. the date that the Purchase Order has been transferred / interfaced into Exostar.	Will either correlate to the **Approval Date** or the **Cancellation Date**
Change Order Date	The date that the Purchase Order has been created in CP&F	Will correlate to the **Order Date**

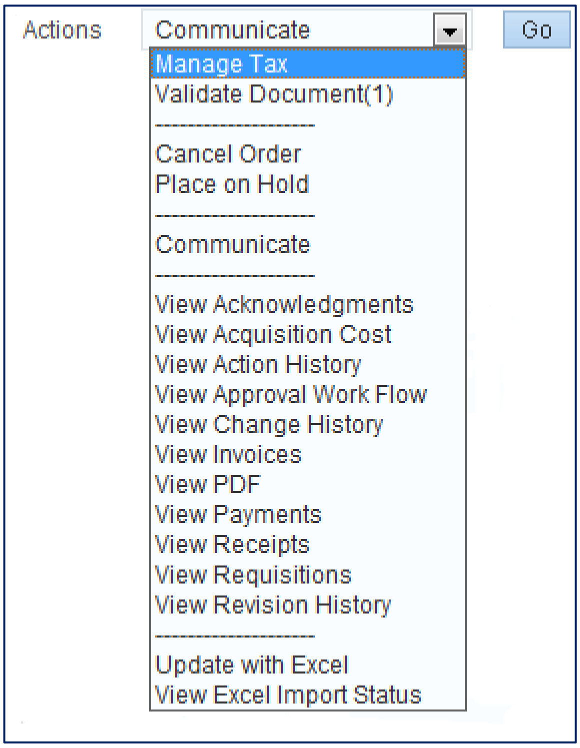
Field	Description	Relationship with CP&F Purchase Order
Header Last Modified	The date that the Purchase Order has been updated in Exostar	Not transferred directly to CP&F
Order Status	The status of the Purchase Order in Exostar **New** **Updated** **Supplier Rejected** **Acknowledged with Exceptions** **Accepted** **Archived** **Closed** **Cancelled**	Not transferred directly to CP&F
Buyer Name	The Commercial Officer responsible for the Purchase Order	Direct correlation with **Buyer**
Bill To Name	Default of MOD DBS Billing	Direct correlation with **Bill-To**
Ship To Company	The Purchase Order Header Ship To Location	Direct correlation to **Default Ship-To Location**
Requester Name	The Requester – the CP&F user responsible for the Purchase Requisition	Direct correlation with the **Requester** on the Purchase Requisition associated with the Purchase Order line
NCAGE	Supplier's NCAGE	Correlates to the NCAGE element of the **Site**
Supplier Company	The Supplier for the Purchase Order	Direct correlation with **Supplier**
Contract No	The Contract / Parent CPA number	Direct correlation to **Contract Number**
Total Order Amt	The total value of the Purchase Order excluding VAT	Direct correlation with **Total**
View History	Hyperlinks to system history of the Purchase Order in Exostar	Not transferred directly to CP&F
Int.Line No	System number derived from Purchase Order Line and Schedule number.	No direct correlation with CP&F
Line/Ship	Purchase Order Line and Schedule number	Direct correlation with **Line** and **Schedule**
Status	Schedule status in Exostar	No direct correlation with CP&F. **Note** – for instance, a Schedule in Exostar that has a status of Closed may not relate to a Schedule in CP&F that is closed as it may not have been receipted.
Buyer Item No	For Inventory items the NATO Stock (NSN) will be displayed. For non-inventory Purchase Orders this will be blank	Relates to the NSN element of the **Item/Job**
Item Description	Item Description	Direct Correlation with **Description** at Line level

Field	Description	Relationship with CP&F Purchase Order
Supplier Item No	The Supplier's code for the item where the Purchase Order has been created from a Child Blanket Purchase Agreement	Conditionally relates to the **Supplier Item**
Ship To	The ship to location represented by a UIN (Unit Identification Number). For service based Schedules this may be represented by the default value of 9999	Relates to **Deliver-To Location** on the Purchase Order Line and **Location** on the Purchase Order Schedule
Ship To Address	Links to the address relating to the Ship To UIN	Correlates to CP&F data but not displayed on the Purchase Order
Requester Name	Will be shown as **Requester on Header** if the Requester is common to all Purchase Order Schedules	No direct correlation
Request Deliver Date	The date the requirement is needed by	Relates to **Need-By Date**
Previous Request Date	The date the requirement was needed by on the previous Purchase Order revision	Not shown directly on Purchase Order document but can be viewed in **Purchase Order Revision History**
Quantity	The quantity required for the Schedule. For Amount based lines this field will contain the monetary amount	For Quantity based lines the quantity will be reflected in the Schedule **Qty** For Amount based lines there is correlation with the Schedule **Price**
Previous Qty	The quantity required on the previous Purchase Order revision	Not shown directly on Purchase Order document but can be viewed in **Purchase Order Revision History**
UOM	The Unit of Measure. e.g. EACH **Note –** For Amount based lines the UOM will always be EACH	Relates to the **Unit** For Amount based lines, this field will be blank
Unit Price	For Quantity based lines, the monetary value, per unit (UOM), for this Schedule For Amount based lines, the default of 1.00 will be displayed	For Quantity based lines there is direct correlation with the Line and Schedule **Price** For Amount based lines there is no correlation
Previous Unit Price	For Quantity based lines, the Unit Price on the previous Purchase Order revision	Not shown directly on Purchase Order document but can be viewed in **Purchase Order Revision History**
Currency	The currency that the price is expressed in.	Direct correlation with **Curr**
Net Invoice Amt	The Gross Invoiced Amount for the schedule	No direct correlation but can be calculated from the **View Tax** page

Field	Description	Relationship with CP&F Purchase Order
Line Total	The value of the schedule is calculated i.e. Quantity * Unit Price	For Quantity based lines there is correlation with the Schedule **Amount** For Amount based lines there is correlation with the Schedule **Price**
Shipped Qty	For Suppliers set up to create Advance Shipment Notice (ASN), this will populate with the Qty of the Shipment	No direct correlation
Invoiced Qty	The Invoiced Quantity	Conditional relationship with **Quantity Billed** or **Amount Billed** depending on the line type
Line Invoiced Qty	The Invoiced Quantity	Conditional relationship with **Quantity Billed** or **Amount Billed** depending on the line type
URRI	The Unique Receipt Reference Indicator for Inventory Purchase Orders	Direct correlation with **URRI** at Schedule level (see Inventory Purchase Orders section below)
Schedule Last Modified	The date and time that the Purchase Order Schedule was last updated in Exostar	No direct correlation

Managing Purchase Orders in CP&F using the 'Action' dropdown

The 'Actions' menu in the Purchase Order pages can be used to navigate to different pages to view additional sources of information.



Screenshot 55 – Actions menu in Purchase Order page

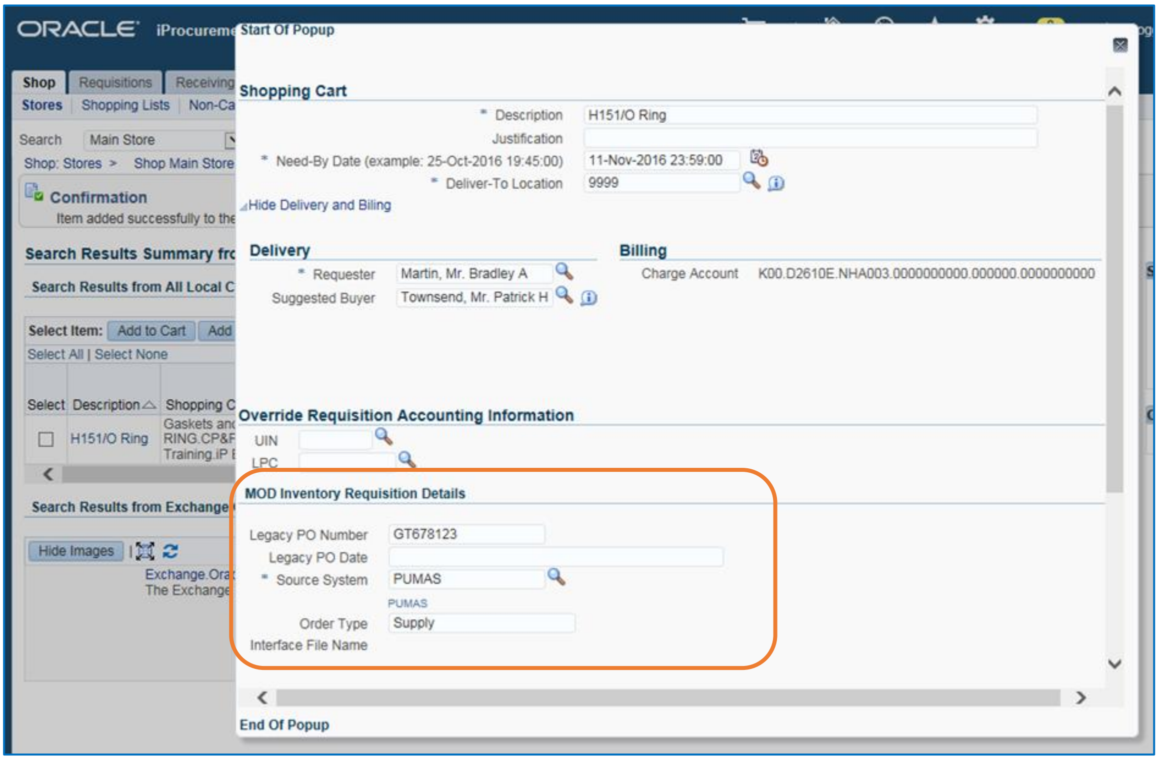
- **Manage Tax** (or **View Tax** when not updating the Purchase Order) can be used to navigate to the pages where tax details can be viewed and updated.
- **Validate Document** can be used to highlight errors in the document before it is submitted for approval.
- **Cancel Order** is used to cancel the order; this would cancel all the Purchase Order lines. Alternatively, individual lines can be cancelled.
- **Place on Hold** is used to prevent receipting and invoicing activity and removes the approval from the document. This function could be used where Purchase Order details require checking.
- **View Acknowledgements** is used to view the acknowledgements that have been submitted by the Supplier from Exostar.

- **View Acquisition Cost** can be used to view acquisition costs including Non-Recoverable Tax and Billed amounts.
- **View Action History** is used to view the approval history of the document. It can be used to view who the Purchase Order has been sent to for approval or who approved the document previously.
- **View Change History** is used to view the change history.
- **View Invoices** is used to view invoices that have been submitted by the Supplier from Exostar.
- **View PDF** can be used to create a pdf version of the Purchase Order which could be emailed or printed.
- **View Payments** is used to view the payments that have been created from validated invoices.
- **View Receipts** is used to view receipts that have been created against the Purchase Order lines.
- **View Requisitions** is used to view the Purchase Requisition lines from which the Purchase Order was created.
- **View Revision History** can be used to view the revision history of the Purchase Order showing what was changed and when and comparing the data to previous document versions.

Inventory Purchase Orders

Inventory System Orders are imported into CP&F as approved Purchase Requisition documents and then automatically converted into Inventory Purchase Orders. The automatically created Inventory Purchase Order will typically be automatically approved and transmitted to the Supplier.

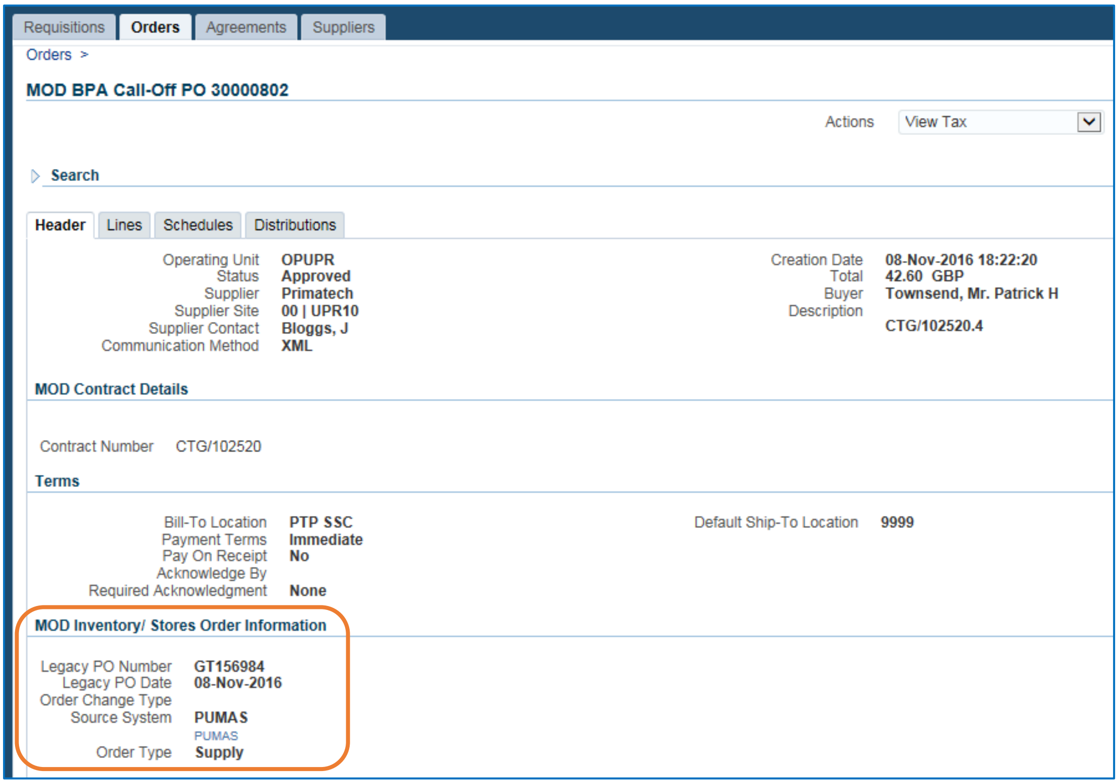
To raise a manual order directly into CP&F a Purchase Requisition is raised in iProcurement by adding the Inventory item to the Shopping Cart. During the creation of the Purchase Requisition the user is required to complete the MOD Inventory Requisition Details fields to provide a reference to the Inventory System 'dues-in' in the Legacy PO Number.



Screenshot 56 – Manually created Purchase Requisition for Inventory

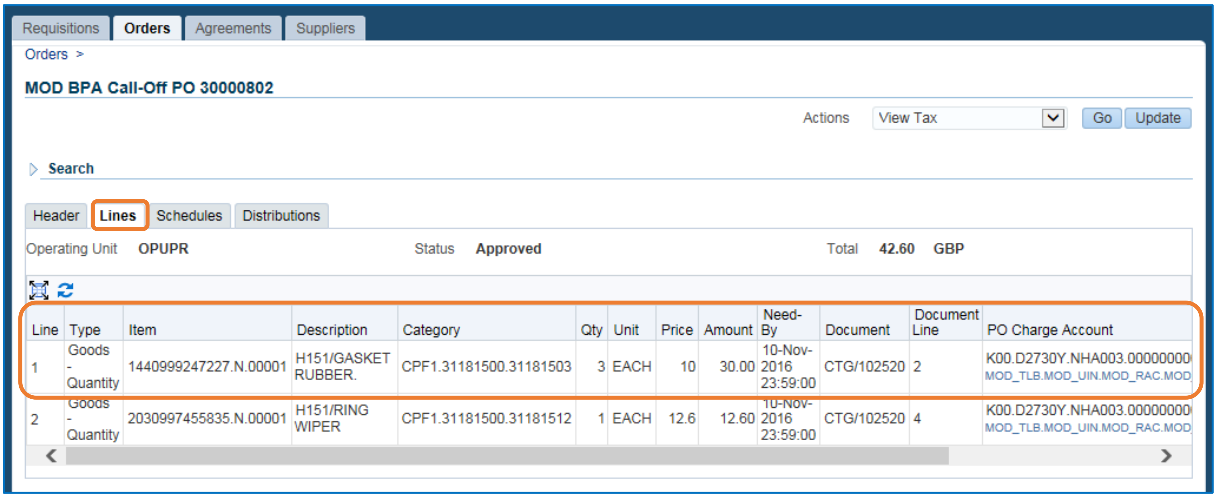
An Inventory Management System is entered into the Source System field. This is necessary so that the URRI (Unique Receipt Reference Identifier) is generated. The URRI produced by CP&F for Inventory Orders is an alphanumeric sequence that links the delivered Inventory items to the Purchase Order.

Once the Inventory Requisition is approved, the Purchase Order is then created either manually or automatically depending on the Child Agreement settings. The MOD Inventory Stores Order Information on the Purchase Order Header replicates the data that has been entered into the Requisition.



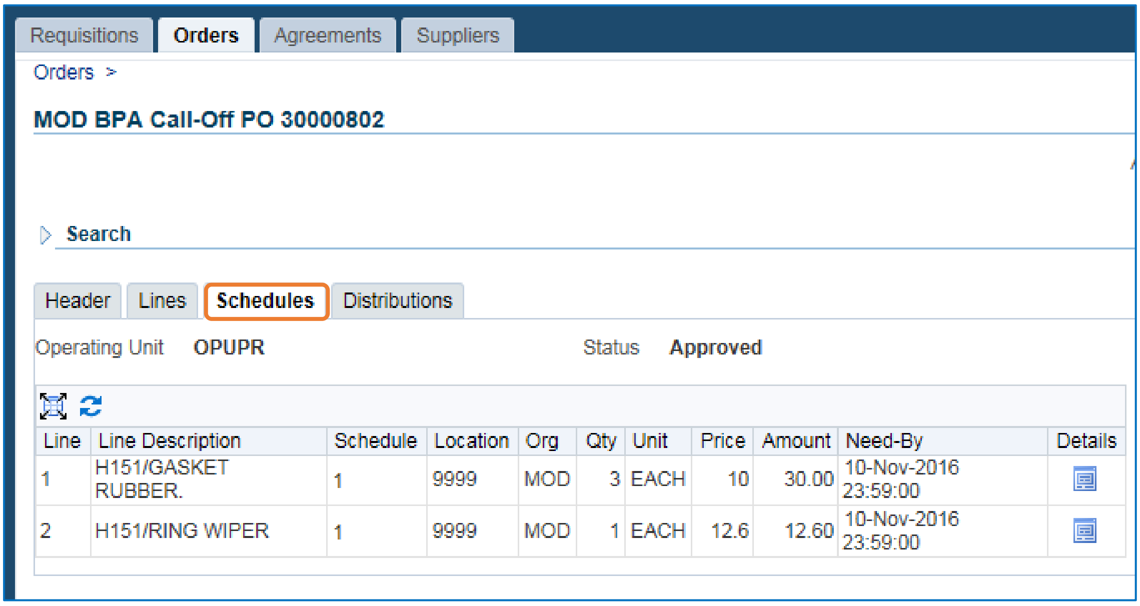
Screenshot 57 – Inventory Purchase Order Header showing MOD Inventory Stores Order Information

The Lines page displays Inventory Purchase Order line information including the Item Code (which includes the NATO Stock Number (NSN)), Item Description, price and quantity ordered.



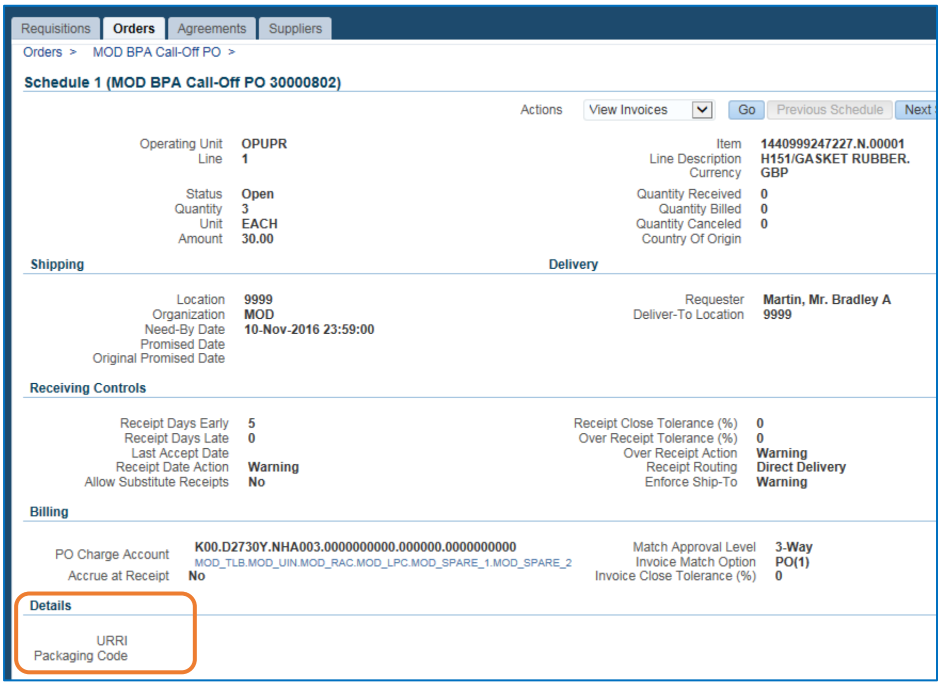
Screenshot 58 – Inventory Purchase Order Lines page

The Inventory Purchase Order Schedules page displays information relevant to the shipment including the UIN (Unit Identification Number), in the Location, where the Inventory items are to be delivered.



Screenshot 59 – Inventory Purchase Order Schedules page

The Schedule details page will display additional Inventory information including the system generated URRI (Unique Receipt Reference Indicator).



Screenshot 60 – Inventory Purchase Order Schedule Details page

Tax in CP&F

CP&F utilises a Tax Engine based on a set of pre-defined rules linked to product and service categorisation (United Nations Standard Products and Services Code - UNSPSC). The Tax Engine Rules use attributes such as: Categorisation, Place of Supply; Supplier Location; and whether the purchase is for Goods or Services to determine the most appropriate VAT rate for the purchase.

The tax applied to a Purchase Order line can be viewed by using the View Tax or Manage Tax options from the Actions menu. The tax is detailed in a field called the 'Product Category' field. CP&F users can update the 'Product Category' by using the Manage Tax function.

The 'Product Category' field describes one of the following tax treatments/rates:

- STANDARD – Standard rated supply at 20%
- ZERO – Zero rated supply (e.g. purchase of most ships/aircraft)
- REDUCED – Reduced rate supply at 5%
- EXEMPT – Supply is exempt from UK VAT
- OUT OF SCOPE – supply is outside the scope of UK VAT
- COSVAT – contracted out service eligible for VAT recovery
- R – Purchase is linked to an onward business supply made by MOD

The Tax Engine then applies a series of rules based on four data elements to arrive at the final VAT code. The VAT code is calculated from;

Category Code (UNSPSC) + Product Category + Delivery Address + Supplier Location = VAT Code

CP&F Product Category	**MOD VAT Codes**		
	Place of supply = UK	**Place of Supply = EU**	**Place of Supply = outside the EU**
STANDARD	F1	E1	U1
ZERO	F0	E0	U0
REDUCED	F3	E3	U3
EXEMPT	X0		
OUT OF SCOPE	Z0	Z0	Z0
COSVAT	C1	J1	K1
R	R1		

Invoices submitted by the Supplier in Exostar should have tax applied that matches the tax treatment in CP&F. If tax on the Invoice does not match the tax treatment in CP&F then the Invoice will be placed on hold, investigated and the Supplier advised.

Contract Amendments

The contract amendment process will require a Contract Amendment Requisition to be raised by the Requirements Owner. This ensures that the information is captured for the purposes of MI and the CP&F Forward Contract Workplan. Only amendment requisitions that incur an increase in finance will need to financial approval. The Commercial Officer will receive notifications and initiate the contract amendment discussions with the Supplier. Where there are several required changes, as identified on several amendment requisitions, these can be rolled-up into one contract amendment. Once the contract amendments have been agreed the Commercial Officer will update the Parent CPA in accordance and link the amendment requisitions. Having updated the Parent CPA, it will require commercial reapproval and additionally finance approval where there has been a financial increase.

Legacy Contracts

With the implementation of CP&F Release 3 functionality the Invitation to Tender (ITT) and Contract is developed within the system. Those contracts that were created prior to CP&F Release 3 will have been loaded as a Parent Contract Agreement either in CP&F or migrated from the predecessor system P2P (Purchase 2 Payment). As such, there are some variations in the Contract Agreement and Purchase Order system numbering and contract architecture of these 'legacy' contracts.

The numbering of legacy contracts will differ as historically contracts have been allocated locally controlled contract numbers. These typically consisted of the team, Operating Centre, name followed by a local sequential number. The CP&F Parent Agreement for these will have been created manually within the system as the contract creation process had been conducted offline of CP&F. Purchase Orders for a legacy contract may also vary; those Purchase Orders that were created in the CP&F predecessor P2P will have been allocated a sequential seven-digit number beginning with a 1 e.g. 1465625. For Inventory Purchase

Orders, there was a change from how Inventory Orders were previously managed in P2P as Blanket Releases. Open Inventory Blanket Releases from P2P were migrated into CP&F as Purchase Orders using the BPA number followed by a sequential number.

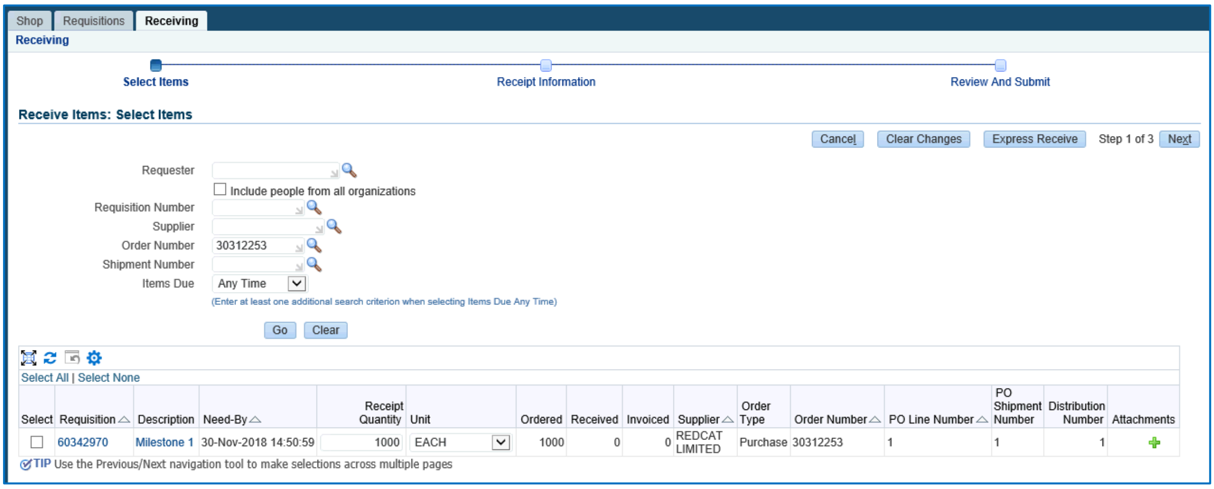
With the implementation of CP&F Release 3 the Commercial Teams are being actively encouraged to create outstanding contract Deliverables against legacy contracts for obligations that are yet to be realised. Once these Deliverables have been set up Suppliers will receive email notifications for those obligations that are due for completion. This aims to provide a consistent process for the management of contracts and, consequently, more accurate MI.

Creating Receipts for Goods and Services

For 3-way matched Purchase Order Schedule lines, as goods or services are satisfactorily received, an MOD CP&F user with iProcurement access will create a receipt. The receipt quantity is to be in accordance with the actual quantity delivered and acceptable for payment. As such, there may be instances where partial receipts or over receipts are to be created.

For Inventory deliveries, an Inventory receipt will be interfaced into CP&F from the Warehouse Management System.

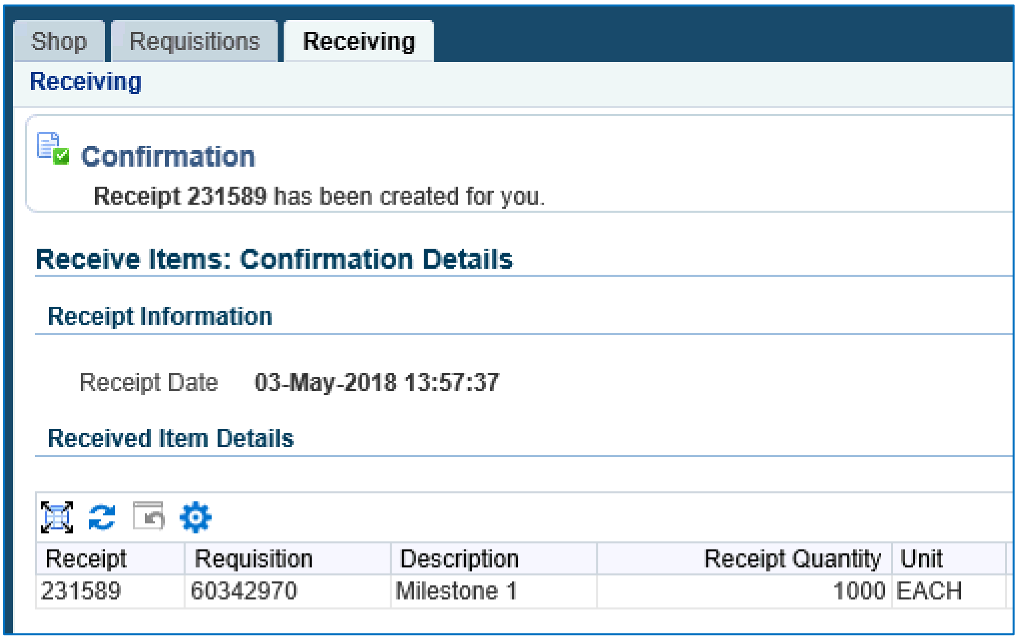
In iProcurement, receipts are created within the Receiving page where a search can be made for Purchase Order Schedule lines that are available for receipting.



Screenshot 61 – iProcurement Receiving page

The MOD user is to ensure that the Receipt Quantity accurately reflects the quantity delivered. For Amount based Purchase Order lines, the Receipt Quantity will represent a monetary amount. The Receipter is to update the Receipt Quantity accordingly. If the quantity delivered is more than expected, the Receipter should discuss with the Commercial Officer as to whether the Purchase Order is to be increased to permit the additional payment or if the additional delivery is to be returned.

On submission of the receipt the Receipter will see a confirmation message that the receipts have been created successfully with a system generated Receipt number.



Screenshot 62 – Receipt Confirmation message.

The receipts that have been created can be viewed in both the iProcurement responsibility or, for the Commercial Officer, from the Purchase Order in Buyer Work Centre. The receipt can be entered before or after submission of the invoice by the Supplier and it should be noted that details of the receipts are not transferred into Exostar. For 3-way matched Purchase Orders, the receipt quantity is to match against the invoice quantity to initiate the payment to the Supplier.

Invoices on Hold

Supplier invoices that have been interfaced into CP&F from Exostar will match against the Purchase Order and, as necessary, the receipt. If there is any mismatch, then the Invoice will be placed on hold and will not progress to initiate payment. The mismatch may result from price differences or quantity variations in invoices or receipts. The MOD progresses invoice holds within individual Commercial Teams to progress payments and identify problems. Additionally, automated notifications are generated within CP&F to request receipts and to notify Commercial Officers of invoice holds. Reports of invoices on hold are not routinely sent to Suppliers.

If you have invoice holds which are delaying payment, please contact the MOD Commercial Team responsible for the management of the contract and request them to investigate.

Management Information

Management Information for finance, contract management and purchasing data is accessible for the MOD using COGNOS software. COGNOS is a business intelligence and performance management software suite, designed to enable business users to extract corporate data, analyse it and assemble reports. A standard suite of reports has been developed which users can run on a self-serve basis and the functionality enables users to build their own reports.

Glossary

A glossary of terms has been included to assist in understanding when in dialogue with the MOD. Not all the terms listed have been referred to within this document as they may be contract specific.

CP&F Terminology	Definition
Abstract & Forms	A mandatory section within the RFQ which allows Commercial Officers to capture a host of information on the Tendering Activities, from Procurement Strategies through to Contract Award and subsequent contract management tasks.
Agreement	Standard Oracle terminology for Contracts.
Amendment Requisition	An Amendment Requisition is a smart form template designed to capture the need to formally amend a Contract.
Approver	Users who provide document approval required to proceed at specific points in the procurement cycle. These can be approvers driven by the system or added into the approval chain.
Award	The Award document created against an RFQ is used to award the Contract to the winning Supplier, following the scores being entered and locked within the RFQ. This action will not generate a Parent Contract Purchase Agreement (CPA) until the Award is completed. The Suppliers will not automatically be notified an Award has been created, however, it will allow the user to create system-generated Decision Letters.
BLB	Basic Level Budget – MOD accounting grouping below Management Group (MG) level.
Buyer	Commercial Officer / Contract Manager.
Buyer's Work Centre	The suite of functions used by Commercial Officers to access RFQs (Tenders), Agreements and Purchase Orders.
Catalogue Load Template	A template used to load catalogue items onto CP&F.
Child Agreements	Agreements which are linked to the Parent Contract Purchase Agreement (CPA) to allocate spend to elements of the contract. These can be Child BPAs or Child CPAs.
Child BPA	Child Blanket Purchase Agreement. Known goods, works or services with firm or fixed prices. Allows for repeatable purchases with differing quantities and delivery schedules. Child BPAs are also referred to as Catalogues. Inventory contracts will commonly be created as Child BPAs which facilitates the interface from Inventory Management Systems.
Child CPA	Child Contract Purchase Agreement. Represents a component of contract spend where prices are agreed with the Supplier at point of need.
COA	Chart of Accounts - hierarchy on which approvals in CP&F are based. This is based on an individual's Commercial or Financial delegation.
COGNOS	A separate system used for Management Information reporting of CP&F and feeder system data.
Collaboration Team	The group of individuals that the Buyer will give access to view or modify the tender before it is issued, and to manage the contract once placed. This should always include Project Managers and other Commercial Officers, but can also include Subject Matter Experts e.g. Quality Assurance.

CP&F Terminology	Definition
Commercial Officer/ Contract Manager	Individuals who conduct contractual transactions between MOD and Industry, manage Contracts, provide commercial policy advice, improve Supplier relations and ensure approved requirements maximise Value for Money. Commercial Officer and Contract Manager are used interchangeably throughout CP&F related documents, alongside 'Buyer' and 'Designated Officer'.
Complex Contract	A contract consisting of a Parent CPA and more than one Child Agreement.
Contract Expert	A mechanism for adding terms to a contract via the application of rules.
Contract File Minutes	A record of formal discussions, decisions and outcomes including updates on correspondence and activities of both MOD and the Supplier.
Contract Library	Contains all pre-approved clauses for use in MOD contracts.
Contract Requisition	Record of future requirements. Required to initiate contract tendering activity and is raised by the Project Manager/Requirement Owner once a requirement is identified.
Contract Terms	Section in CP&F where the terms and conditions of a contract are drafted.
Contractual Deliverable	Obligations on either party (MOD/Supplier) after the contract award.
Contributor	An individual added as an ad-hoc approver of a Contract Requisition to allow them to review the content of, and provide additional information to, the Requisition to ensure the accuracy of Management Information in the Forward Contract Workplan.
DBS	Defence Business Services.
DEFFORM 57	A form from the Legacy system ASPECT. This was completed by the Commercial Officer and forwarded to DBS to provide them with the required details to make payments under the Contract. This process has been replaced by CP&F at Release 3 in the form of the Abstract and Forms section of the RFQ.
Deliverable	Any obligation or required action that must take place prior to the contract progressing.
Demand Capture	Demand Capture is the point at which the need for a requirement to be satisfied is raised in the form of a Contract Requisition.
DPQQ	Dynamic Pre-Qualification Questionnaire – a questionnaire completed on the DCO (Defence Contracts Online) website that pre-determines whether a company is suitable to contract with the MOD.
Exostar	The system used by Suppliers to raise invoices against Purchase Order Schedule lines, which then transfer into CP&F.
FCW	Forward Contract Workplan – a report of all upcoming and potential upcoming contracts, used by the MOD to plan future resource and budget requirements.
Finance Manager	Individuals who define and execute financial management policies and processes including those relating to in-year management and budgetary control, financial planning, accounting, governance and risk management, financial approval and scrutiny, balance sheet reporting and controls. May also be referred to as 'Budget Manager', 'Accounting Operations', 'Resource Manager' or 'In Year Manager'.

CP&F Terminology	Definition
Framework Agreement	An agreement between the Ministry of Defence (MOD) and the Supplier detailing the overarching terms and conditions against which the MOD may place orders or tasks ('call-offs') for the supply of contractor deliverables.
GFA	Government Furnished Assets - a generic term for any MOD asset such as equipment, information or resources issued or made available to the Supplier in connection with the Contract by, or on behalf of, the Authority. GFA consists of: Government Furnished Equipment (GFE), Government Furnished Resource (GFR), Government Furnished Information (GFI) and Government Furnished Facilities (GFF). GFA must be recorded against the contract in the form of Contractual Deliverables.
Informational Content Zone	A zone that can be set up to return specific information following a search in iProcurement.
Internal Deliverable	Deliverables that apply to MOD, rather than Suppliers.
iProcurement User	The responsibility used by non-commercial staff to raise and manage purchase / contract / amendment requisitions, view catalogues and receipt for purchased items.
ITT	Invitation To Tender – The contractual documentation sent to Suppliers, which is called a Request For Quote (RFQ) in CP&F.
KPI	Key Performance Indicators – A Deliverable type that can be monitored based on a Supplier's performance.
Light Supplier On-Boarding	The process completed by DBS to load basic information onto CP&F for a Supplier that has taken part in a tender, prior to contract award.
MEAT	Most Economically Advantageous Tender – a weighted method for evaluating tenders.
MG	Management Group - a level within the Chart of Accounts
MI	Management Information – Reports run on the data from CP&F.
MOD Construction Industry Scheme Form	The MOD Construction Industry Scheme Form section looks to capture details on Suppliers/Sub-Contractors for MOD Contracts which contain elements of Construction work, even if this only a minor activity in support of the main requirement.
MOD Contract Administration Form	The Contract Admin Form should be completed for all contracts as best practice. It represents a checklist against the key activities undertaken both prior to and during the Tendering process.
MOD Contract Statistics Form	The MOD Contract Statistics Form should be used to record when important actions are completed throughout the Tendering process, the result of the Tender, and information relating to the resultant contract, including pricing, End Customer(s), Suppliers, and Sub-Contractors.
MOD Costing and Post Costing Form	The MOD Costing & Post Costing Form allows Commercial Officers to record details of any Costing activities conducted against the Contract.
MOD Issues Management Form	The MOD Issues Management Form is for the recording and management of any issues against the contract.
Negotiation Deliverable	Deliverable before contract placement.
Obligations	Contract Deliverables / commitments that need to be fulfilled by parties entering into the contract.
Obligations Matrix	Formed from Deliverables, whether default or custom to the Contract.
Online Discussions	Functionality within CP&F which can be used to replace emails between the Collaboration Team and can be used to capture auditable information on the contract.

CP&F Terminology	Definition
P9/S9	Finance codes for Procurement and Support.
Parent CPA	Parent Contract Purchase Agreement. Represents the contract document in CP&F
PO	Purchase Order – created from a Purchase Requisition, authority for the Supplier to proceed. It is then used for invoicing, receipting and payment.
Purchase Requisition	Request for items to be purchased, which will be turned into a Purchase Order (PO).
Requests	Area used to run 'requests for CP&F system outputs. Used to generate the tender output, debrief letters etc.
RFQ	Request For Quote – an RFQ document in CP&F used for the development of the Invitation To Tender documentation.
Scoring Team	A team of Subject Matter Experts that would evaluate Invitation to Tender returns using a pre-determined scoring method.
Smart Form	Smart Forms are electronic templates within CP&F, for example purchase and contract requisitions. They may default standard values and have specific mandatory and non-mandatory fields.
SME	Subject Matter Expert. For example, Technical Engineer, Quality Assurance, Safety, who can be added to the RFQ as part of the Collaboration Team. They can then provide additional input to the drafting of the RFQ such as reviewing price structures, evaluation criteria, answering pertinent Contract Expert questions and draft obligations etc.
SMEs	Small and Medium Sized Enterprises – companies of between 50 - 250 employees (or with a turnover of between £10M - £50M).
Surrogate Bid / Quote	This is a quote entered by a Commercial Officer on behalf of a Supplier once the Suppliers tender has been received via the Tender Board.
TLB	Top Level Budget – a level within the Chart of Accounts
UIN	Unit Identification Number - a level within the Chart of Accounts
UNSPSC	United Nations Standard Products and Services Code - The UNSPSC is used in CP&F and categorises the requirement type.
Wet Signature	A physical signature by pen, not digital.