

## Supplier Adoption and Economic Development (Strand 5)

# Exemplar Materials: Supplier Adoption Letter Coventry

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### Finance and ICT

Vendor Name and Address

City Procurement  
Civic Centre 4  
Much Park Street  
COVENTRY  
CV1 2QE

Please contact Rushma Panchal  
Direct line 024 7683 2684  
Fax 024 7683 3780  
rushma.panchal@coventry.gov.uk

Our reference FICT/CP/RP  
23 July 2003

### Ref. New Purchase Order Systems for Coventry City Council

Dear Sir/Madam,

I am writing to inform you that we are in the process of implementing an eProcurement strategy, which will enable us to place orders with you electronically.

The system will start to be rolled out from September 2003 and this will continue throughout 2004. Some of the benefits of the system when **fully implemented** include a central invoice and contact point, improved credit control and reduced late payments.

For orders placed via this system, you will receive orders in the format (e.g. by email) as requested by you on the attached form (Purchase Order Form). However, you should note that you may continue to receive orders in alternative formats from Council employees who are not using the new system. Please note that invoices must **quote an order number** and be sent to the billing address detailed on each order received.

In order to migrate our supplier base to the system we also need to check and add information to that currently held. We would be grateful if you could complete the enclosed Purchase Order Form and BACS form, so that we may do this.

As part of our overall eProcurement strategy we are also introducing VISA Purchase Cards. For further information regarding VISA Purchase Cards, please see the attached VISA Purchasing Card Form.

If you have any questions or require further assistance please do not hesitate to contact either myself on 024 7683 2684 or by email at the above address. Alternatively contact Mick Burn on 024 7683 3767.

I apologise for the short notice but it would be helpful if you could reply within 2 weeks. Thanking you in advance for your time and co-operation.

Yours faithfully



Rushma Panchal  
Oracle Procurement Systems Administrator

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