

Supplier Engagement Policy

Overview

The Supplier Engagement Policy sets out the standards for engaging with suppliers (either new or existing) for the purposes of facilitating a sourcing or commercial review on behalf of a client of Spend Solutions (The “Client”).

Background

Spend Solutions is a procurement services company that supports & advises Clients on how to optimise the sourcing & use of supplied products & services. To facilitate this role, Spend Solutions engages with suppliers to obtain information to assess the capabilities of each supplier to meet the clients’ requirements. This information can include pricing submissions, commercial proposals, capability statements & other important documents.

How Spend Solutions engages & treats suppliers is an important element to ensure ongoing trust between the client & Spend Solutions as well as between Spend Solutions & suppliers that allows for the free flow of information & the best sourcing outcome for clients.

Objective

The main objectives of this policy are-

- Ensure that Suppliers, Clients & Spend Solutions staff are aware of Spend Solutions responsibilities regarding engagement & treatment of suppliers when acting on behalf of clients; and
- Ensure the best possibility of success when acting on behalf of clients by providing a trusted platform for suppliers to engage with Spend Solutions.

Responsibilities

All employees of Spend Solutions shall adhere to the following responsibilities:

- Spend Solutions seeks no commissions, payments or goods in kind from suppliers for participation in any project conducted. Spend Solutions only receives payments from clients under which the project has been engaged.
- Use appropriate sourcing methods & documents in sourcing reviews, with all participating suppliers to obtain access to the same information & have the same opportunity for success.
- Deal with suppliers at all times in good faith, ethically and responsibly;
- Treat all information & communication with suppliers according to Spend Solutions confidential information policy.
- Assess all suppliers according to an objective, pre-defined supplier assessment criteria, a copy of which is to be included in all requests for commercial proposals.
- Provide objective, fact based assessments to clients based on supplier capabilities against client requirements.