



**SPENDRIGHT
ANALYTICS**

Optimize costs to help your business grow

Prepared for XXX

Executive Summary

XXX is a family-owned engineering firm specialising in bespoke design of engineering systems for agriculture. It employs approx. 150 staff across two locations and has a total 3rd party spend of £100,000 per annum.

Spend is highly concentrated in a few areas, but poorly controlled overall with 3 categories driving most of the cost:

- Professional Services
- IT & Software
- People-related spend

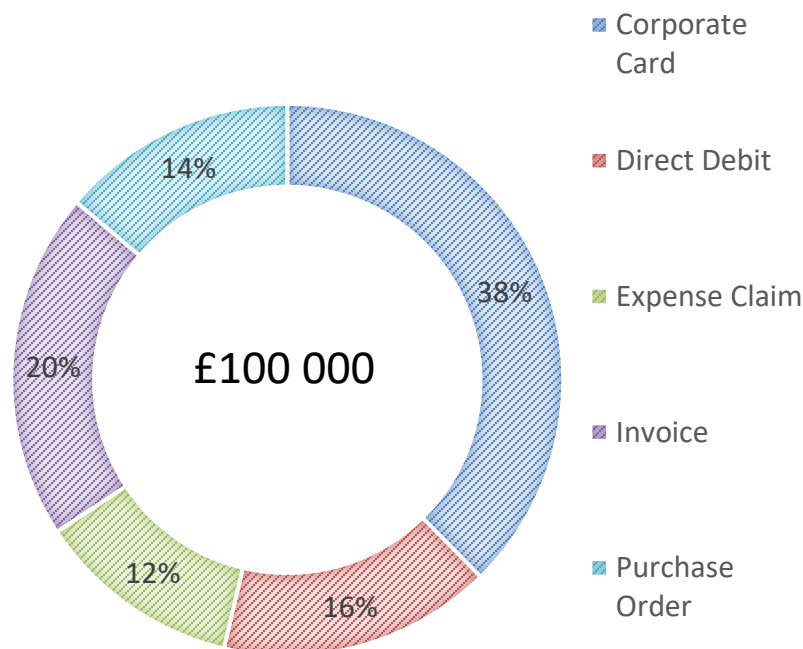
Over 85% of spend happens without a Purchase Order, limiting visibility and leverage.

Supplier base is fragmented thus reducing buying power and increasing admin cost.

There is an opportunity for targeted interventions that could produce cost optimisation results of between **£8900** and **£18 000** reductions.

Control governance needs to be established to maintain sustainable, repeatable improvements.

SPEND (£)



What are you spending?

Professional Services is your largest spend category with costs on legal , audit, consulting and recruitment fees.

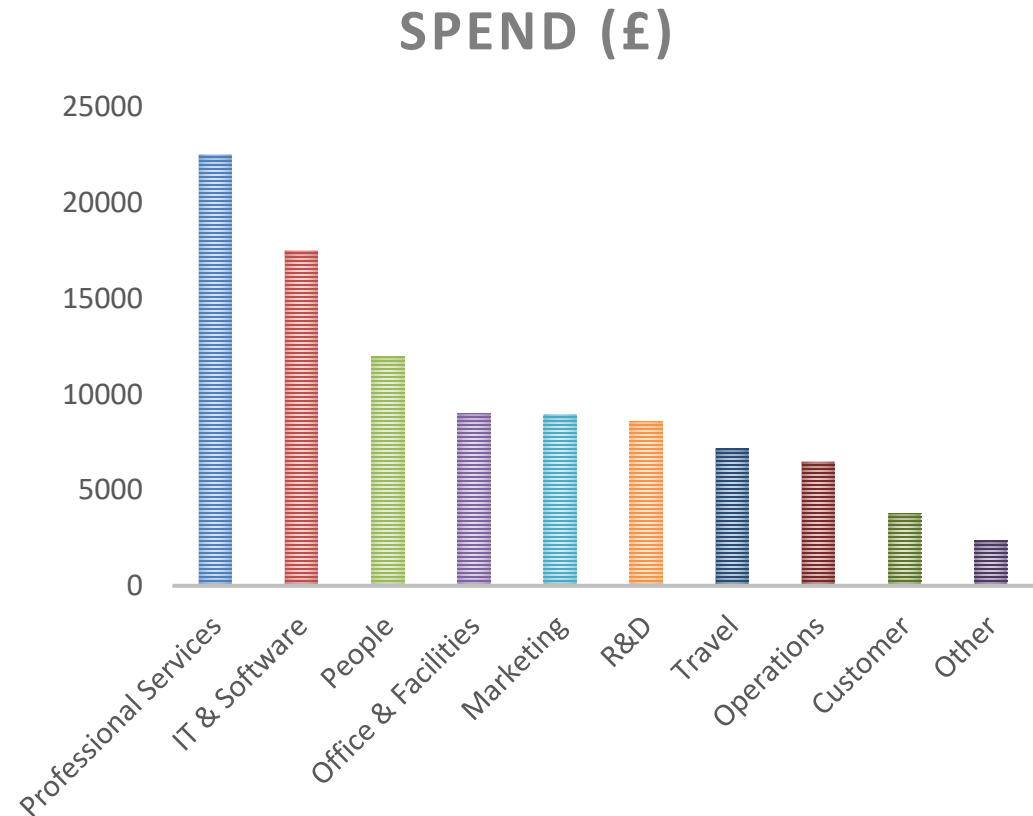
You have a fragmented strategy between SAAS, Cloud and IT licence costs.

Your non payroll people costs for contractors is high.

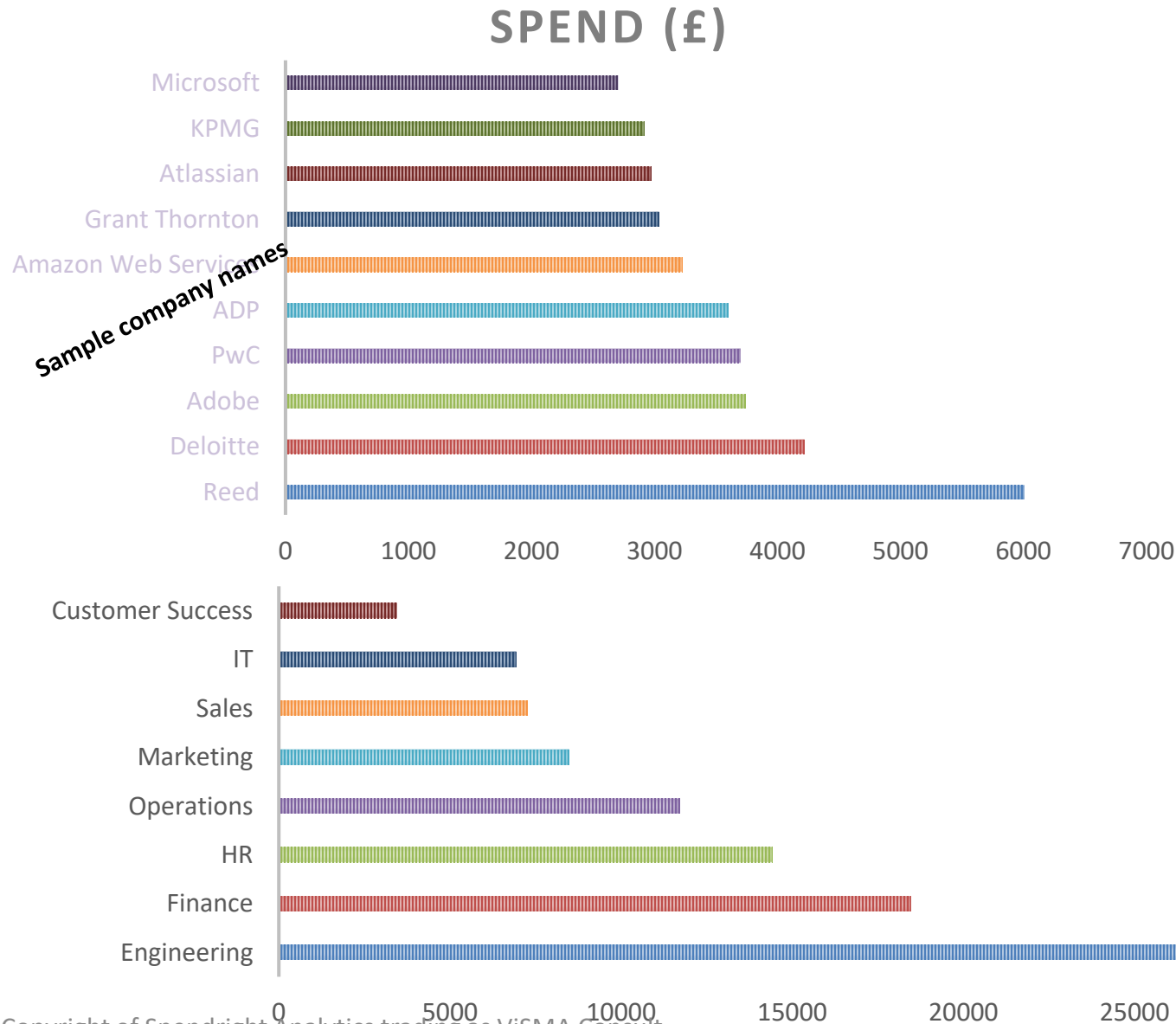
All of these costs seem to repeat annually with no intervention and typically are at the high end of day rate costs.

85% of spend is made either via the Company Corporate Card or claimed back via the expense process

Seemingly with limited upfront approval.



Who is spending what and with whom



Top 10 suppliers represent only ~37% of spend with the balance of 60% sitting with a long tail of suppliers. Administering to this tail is losing you leverage and increasing your admin costs.

Engineering, Finance and HR are the largest spend owners which is expected and reflects the use of external expertise, systems and platforms

Summary of priority vs effort

Action ID	Priority	Effort	Expected Savings (£)	Action Title
1	High	Low	£883	Normalise supplier names (deduplicate case/variants) to consolidate spend visibility
2	High	Medium	£1,299	Negotiate top 10 suppliers using consolidated volume (price/terms)
3	High	Medium	£1,255	Run SaaS/license true-up: remove inactive seats, downgrade tiers
4	High	Medium	£139	Implement cloud cost controls (commit discounts, remove idle resources)
5	High	Medium	£179	Consolidate overlapping security tools; negotiate enterprise bundles
6	Medium	Medium	£63	Standardise telecoms services and plans; prevent ad-hoc buys
7	High	Medium	£403	Marketing procurement governance + rate cards for Paid Search/PR/Events
8	High	Medium	£82	Set campaign approval thresholds and optimise spend (ROAS gates)
9	Medium	Medium	£37	Centralise event buying; negotiate venues/registration platforms
10	High	Medium	£644	Enforce preferred booking channels; reduce out-of-policy transactions
11	High	Medium	£94	Cap ride-hail; require receipts and route via preferred provider
12	Medium	Medium	£93	Negotiate preferred hotel rates; enforce booking via agreed suppliers
13	High	Medium	£407	Bundle facilities services (cleaning/maintenance) with fewer suppliers
14	Medium	Medium	£99	Move supplies to catalog buying; reduce one-off purchases
15	Medium	Medium	£51	Review utilities contracts and usage; renegotiate where feasible
16	High	Medium	£529	Consolidate benefits & wellbeing vendors; standardise allowances
17	High	Medium	£223	Introduce contractor rate cards and approval for extensions
18	Medium	Medium	£113	Optimise L&D subscriptions; remove duplicates, negotiate enterprise plans
19	High	Medium	£1,213	Create preferred panel + rate cards (legal/audit/consulting/recruitment)
20	High	Medium	£213	Recruitment supplier consolidation; reduce premium spend and enforce SLAs
21	High	Medium	£362	Shift to fixed-fee where possible; matter management and caps
22	Medium	Medium	£777	Aggregate R&D buying; create preferred catalogs/framework agreements
23	High	Medium	£23	Benchmark and renegotiate bank fees; reduce fee-triggering transactions
24	Medium	Medium	£47	Root-cause and eliminate fines via compliance controls
25	High	Medium	£8,827	Reduce tail spend: stop adding low-value suppliers; route through catalogs/marketplaces

Actions to optimise costs

– Top10

ActionID	ActionTitle	OpportunityType	Supplier Focus	Baseline Net SpendGBP	Conservative Pct Savings	Expected Pct Savings	Priority	Effort	Conservative SavingsGBP	Expected SavingsGBP	Confidence Score_1to5
1	Normalise supplier names (deduplicate case/variants) to consolidate spend visibility	Data hygiene / negotiation leverage	Atlassian/ATLASSIAN, Okta/OKTA, Keysight/KEYSIGHT, DocuSign/DOCUSIGN etc.	88271	0.5	1	High	Low	441	883	5
2	Negotiate top 10 suppliers using consolidated volume (price/terms)	Commercial renegotiation	Top suppliers by spend (e.g., REED, DELOITTE, PWC, ADOBE, ADP, AWS, ATLASSIAN, KPMG, MICROSOFT, COURSERA)	32487	2	4	High	Medium	650	1299	3
3	Run SaaS/license true-up: remove inactive seats, downgrade tiers	SaaS / Licences optimisation	Adobe, Microsoft, Atlassian, Okta, Google, AWS	15684	4	8	High	Medium	627	1255	4
4	Implement cloud cost controls (commit discounts, remove idle resources)	Cloud optimisation	AWS, Google, Microsoft, Adobe, Okta	2778	2	5	High	Medium	56	139	4
5	Consolidate overlapping security tools; negotiate enterprise bundles	Tool rationalisation	Microsoft, Okta, Google, Adobe, Atlassian, AWS	2554	3	7	High	Medium	77	179	3
6	Standardise telecoms services and plans; prevent ad-hoc buys	Standardisation	Google, Atlassian, Microsoft, Okta, Adobe, AWS	1578	2	4	Medium	Medium	32	63	3
7	Marketing procurement governance + rate cards for Paid Search/PR/Events	Governance / rate cards	Eventbrite	8069	2	5	High	Medium	161	403	3
8	Set campaign approval thresholds and optimise spend (ROAS gates)	Demand management	Google Ads, PR Newswire, Eventbrite, Meta, Mailchimp	1361	3	6	High	Medium	41	82	3
9	Centralise event buying; negotiate venues/registration platforms	Consolidation	Eventbrite, Mailchimp, Canva, Google Ads, Meta	732	2	5	Medium	Medium	15	37	3
10	Enforce preferred booking channels; reduce out-of-policy transactions	Policy / channel shift	Uber, Trainline, Expedia, British Airways, Premier Inn, Shell	6443	5	10	High	Medium	322	644	3

Actions to optimise costs

11-25

ActionID	ActionTitle	OpportunityType	Supplier Focus	Baseline Net SpendGBP	Conservative Pct Savings	Expected Pct Savings	Priority	Effort	Conservative SavingsGBP	Expected SavingsGBP	Confidence Score_1to5
11	Cap ride-hail; require receipts and route via preferred provider	Policy tightening	Uber, British Airways, Trainline, Shell, Expedia	1176	4	8	High	Medium	47	94	3
12	Negotiate preferred hotel rates; enforce booking via agreed suppliers Bundle facilities services (cleaning/maintenance) with fewer suppliers	Rate negotiation	Premier Inn, Expedia, Uber (hotel charges), Trainline	934	5	10	Medium	Medium	47	93	3
13	Move supplies to catalog buying; reduce one-off purchases	Supplier consolidation	CBRE, Regus, OCS, Staples, IKEA, EDF Energy	8138	3	5	High	Medium	244	407	3
14	Review utilities contracts and usage; renegotiate where feasible	Catalog / compliance	Staples, OCS, Regus, IKEA	993	5	10	Medium	Medium	50	99	3
15	Consolidate benefits & wellbeing vendors; standardise allowances	Contract optimisation	EDF Energy, CBRE, IKEA, Staples, OCS, Regus	1279	2	4	Medium	Medium	26	51	3
16	Introduce contractor rate cards and approval for extensions	Vendor rationalisation	Benify, Gympass, LinkedIn, Hays, ADP, Pluralsight	10571	2	5	High	Medium	211	529	3
17	Optimise L&D subscriptions; remove duplicates, negotiate enterprise plans	Rate control	ADP, Hays, Gympass, Benify, Pluralsight	2791	4	8	High	Medium	112	223	3
18	Create preferred panel + rate cards (legal/audit/consulting/recruitment)	Subscription optimisation	LinkedIn, Coursera, Pluralsight, Benify, ADP, Hays	1891	3	6	Medium	Medium	57	113	3
19	Recruitment supplier consolidation; reduce premium spend and enforce SLAs	Panel / rate card	Deloitte, PwC, KPMG, Grant Thornton, Reed, Coursera	20221	3	6	High	Medium	607	1213	3
20	Shift to fixed-fee where possible; matter management and caps	Consolidation / SLA	Reed, Deloitte, PwC, Grant Thornton, Coursera	2662	4	8	High	Medium	106	213	3
21	Aggregate R&D buying; create preferred catalogs/framework agreements	Commercial model change	Reed, KPMG, PwC, Deloitte, Grant Thornton, Coursera	5178	3	7	High	Medium	155	362	3
22	Benchmark and renegotiate bank fees; reduce fee-triggering transactions	Strategic sourcing	Sigma-Aldrich, Farnell, National Instruments, Elsevier, RS Components, Keysight	7771	5	10	Medium	Medium	389	777	3
23	Root-cause and eliminate fines via compliance controls	Fee optimisation	Barclays, AXA, DHL, DPD, Royal Mail	753	3	3	High	Medium	23	23	3
24	Reduce tail spend: stop adding low-value suppliers; route through catalogs/marketplaces	Leakage elimination	HMRC, PayPal, Misc Vendor, CharityChoice	475	5	10	Medium	Medium	24	47	3
25		Tail spend reduction	Long-tail suppliers	88271	5	10	High	Medium	4414	8827	3

Additional actions to maintain sustainability of cost optimisation

1. Introduce spend controls and authority limits.
2. Reduce the use of corporate card by reducing the number.
3. Introduce a “lodge card” approach to travel spend.
4. Move away from direct debits for end user licences and move towards annual purchase orders.
5. Regularly produce spend by category and department as a management report for review with finance vs budget.
6. Improve contract management of your key suppliers by regular contract reviews of performance vs key indicators (as set out in the contract).
7. Move regular repeat spend to purchase order or a call off contract.
8. Rationalise IT spend by simplifying IT costs to SAAS or cloud compute and way from on prem.
9. Introduce approved/preferred supplier lists for commodity purchases.
10. Consider the investment of a e-procure system to better manage buying and assist with cost control.

Additional benchmarking analysis

PRIORITY ACTIONS FROM BENCHMARKING

#	Priority	Action	Target Supplier / Category	Est. Annual Savings (£)	Effort
1	High	Renegotiate office supplies contract - 26% above market benchmark	Staples	£1,677	Low
2	High	Run competitive tender for R&D electronic components - 21% above market	Farnell	£1,368	Medium
3	High	Review flexible workspace rates - 18% above market; compare with alternatives	Regus	£1,018	Low
4	Medium	Audit Adobe licences - 7% above market; check for unused seats	Adobe	£923	Medium
5	Medium	Review Google Ads spend efficiency - 10% above typical UK CPC rates	Google Ads	£807	Medium
6	Medium	Negotiate Big 4 panel rates using consolidated volume across Deloitte, PwC, KPMG, Grant Thornton	Prof. Services Panel	£2,515	High
7	Quick Win	Enforce preferred booking channels for Travel (already below market but scope for further savings)	Travel Category	£1,289	Low
8	Quick Win	Consolidate SaaS subscriptions - already below market but high transaction volume suggests overlap	IT & Software	£1,882	Medium
TOTAL ESTIMATED ANNUAL SAVINGS				£11,478	

Disclaimer

This presentation contains hypothetical data and scenarios created for illustrative purposes only. Whilst the numerical data is fictitious , the actions, methodologies and savings percentages are informed by expert advice and established industry practises. Actual results will vary depending on organisational context, implementation and external factors.