



Supplier Agreement Checklists

Supply Chain - e-Procurement

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Final

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1 Introduction

1.1 Purpose

The following items are a suggested checklist to use when negotiating an e-Procurement relationship with a supplier. It is also suggested that this relationship be managed at three levels. At a Business level to ensure that there is an ongoing relationship that is beneficial to the jurisdiction. At an Operational level to ensure that the day to day requirements of the procurement cycle are effective. At a Technical level to ensure that the IT systems are meeting the needs of the Operational and Business levels.

2 Checklist

- Agreement on the use of Nehta standards including:
 - NPC
 - GS1 XML including NEHTA constraints for the Health sector
 - AS2 or Web Services
- Service Level Agreement
 - Turnaround time for responding to messages
 - Reaction and resolution times for issues
 - Issue Severity classifications
 - Escalation process
 - Incident management processes
- Agreement on either using hubs or direct connect.
- Legal Agreements e.g. electronic documents are equivalent to paper documents.
- Identify key people in both organisations:
 - Sponsor/Manager responsible for business agreements etc.
 - Project Manager
 - Designated Operational Contact
 - Designated Technical Contact
- Conditions to be met/ standards to be reached before go-live.
- Target dates and consequences if not met
- Agreement on Business documents to be exchanged
 - Document types
 - Mandatory and Optional data
- Agreement on the testing process and environment
- Rollout stages/phases
- Security mechanisms such as certificates and encryption