

## IMPORTANT INFORMATION

The Landmarc NEC3 Framework Contract includes a Contract End Date and Contract Duration, which are automatically extended in line with the MOD extension confirmation.

Signing the Agreement confirms acceptance of the MOD / Landmarc Contract End Date and subsequent extensions.

# Supply Chain Management Guidance Note

February 2023 | Version 4.0

## 1. Process Overview

### 1.1. Introduction

- 1.1.1. The Supply Chain Management system is used by the Landmarc Commercial team to record and manage the approval and accreditation process for all external suppliers and contractors.
- 1.1.2. It has an external facing portal which allows third party suppliers and contractors to manage their company details via a secure logon, thus ensuring that external third parties retain control over their own data and reducing the effort required by the Landmarc Commercial team.
- 1.1.3. The Commercial team use an internal portal to complete the approval and accreditation process (Supply Chain Admin).
- 1.1.4. The accreditation process has **five** stages:
  - Activate Log-in           Supplier
  - Submit Basic Details   Supplier
  - Approval to Proceed   Landmarc
  - Application               Supplier
  - Evaluation                Landmarc
- 1.1.5. Once a supplier or contractor is approved and accredited, the company details are provided to the Landmarc Finance Management System to permit the raising of purchase orders and invoices.
- 1.1.6. The Supply Chain Management system is the master data source for all approval and accreditation information.
- 1.1.7. Notifications are used to alert external partners and the Landmarc Commercial team when an application's status has changed or actions are required on approved partners. An example of this is forthcoming expiry of insurance cover.
- 1.1.8. Access to the system for external suppliers is controlled via secure log-on utilising an email address and unique password, and for Landmarc staff using single sign-on via Active Directory.
- 1.1.9. This application has been tested with Microsoft Internet Explorer version 8 and 9, and may not work correctly on other browsers or versions.



## 2. Conventions

### 2.1. System

2.1.1. Throughout the system mandatory fields are marked with a red asterisk.

### 2.2. Guidance Notes

2.2.1. References to on-screen fields are shown in square brackets e.g. [Registered Company Name].

2.2.2. References to links are shown in single quotation marks e.g. 'Home'.

2.2.3. References to buttons are shown in parenthesis e.g. (Submit).

2.2.4. Notes are highlighted in bold text e.g. **Note that the (Submit) button is not available until an application is complete**

## 3. Glossary

Contractor	Supplier of services
Supplier	Supplier of physical goods
Third Party	Supplier of services or physical goods

# Supply Chain Management Process

