



# Supplier Engagement & Resources Pack



Scottish and Southern Energy plc

## SUPPLIER INTRODUCTION

### Introduction

SSE is focused on developing our supplier relationships to ensure that our supply chain shares our commitment to the core principles of safety and responsibility.

We are moving to an Online Sourcing System – Emptoris, to run tender events to support our business needs for goods, works and services. As part of this Supplier pack we have provided guidance on how to use the Emptoris system along with additional information for our supplier processes.

### Procurement Charter

SSE seeks to be a Responsible Buyer of goods and services and as such we set high standards to ensure that all our business is conducted ethically, sustainably and within the law. In addition we expect our Suppliers to behave responsibly and to comply with all applicable local laws and regulations and to respect internationally recognised human and labour rights.

For further information, our Procurement Charter can be accessed via <http://sse.com/potential-suppliers/>

### Supplier Registration and Qualification

For requirements that are subject to EU Procurement rules SSE Group uses Achilles UVDB (or Supply Line for the ROI) as the supplier selection tool for all tender events. Achilles UVDB is utilised by over 80 buying organisations, including over 40 Utility buying organisations, to provide a method of sourcing suppliers and contractors in compliance with EU regulations and guidelines.

If you wish to be considered for these types of requirements, you will have to register with UVDB and/or Supply Line for ROI. Registering with the UVDB provides each supplier with a range of benefits:

- Saves time and money through completion of a single questionnaire which is accessible for over 80 buying organisations
- Provide opportunities to be considered for a variety of contracts with existing and new buying organisations
- Provide key product and service data upfront to potential customers

### Support Contacts

Depending on your query or question, we have a number of teams who can help provide support:

- Queries regarding Emptoris – [Emptoris@sse.com](mailto:Emptoris@sse.com)
- General Procurement questions – [Procurement@sse.com](mailto:Procurement@sse.com)
- Payment Queries - [sse.ap@sse.com](mailto:sse.ap@sse.com) or [sgn.ap@sse.com](mailto:sgn.ap@sse.com)
- For SRS & Registration questions, contact the dedicated SSE team at Achilles: [sse@achilles.com](mailto:sse@achilles.com) or **+44 (0)1235 838058**

## EMPTORIS – OUR NEW ONLINE SOURCING SYSTEM

At SSE we have been looking at how we can improve our Supplier sourcing process to make things easier for both our SSE Procurement team and our external Suppliers. We have selected the IBM Emptoris product to conduct our sourcing events and to retain our executed contracts.

### What is Emptoris?

Emptoris is a Cloud based service which means it can be accessed and used by all SSE teams as well as our entire supplier base to give us a single shared platform. Emptoris will be phased in between December 2016 and the end of March 2017 and you may start to see requests for proposals or quotes early next year.

### How will it help you as a Supplier?

As an online service, tender events and requests for quotations or proposals can be created quickly and published to suppliers. Supplier responses, queries, bids and updates can all be managed via the system and communications are centrally controlled. As a supplier you will be able to:

- Accept or decline invitations to RFX(s) (Requests for quotations, proposals or information)
- Respond to RFX questionnaires
- Bid on individual items in an RFX
- Make bespoke bids to suit your business approach (bundling, price breaks and discounting)
- Have visibility (once invited to register) of all tenders, and contracts that you have or are participating in

### What do you need to do?

Emptoris will be the primary route for involvement in all tender events

- Invitations to Tender events will be sent directly to you from the Emptoris system;
  - For the first event, you will receive two emails which will contain your system user name and your password
  - When you access the system for the first time you will be required to change your password and the system will guide you to creating a new password.
  - If you need to have additional representatives from your business accessing the system to view & respond on the tender then please speak with the Procurement lead for the event who will arrange the creation of a new user.
- Each Tender event will have documentation provided that will detail the scope, tender requirements and how to bid.
  - Supporting documentation will be available as attachments which can be viewed or downloaded
  - The system will generate notifications which provide reminders on closing dates or provide awareness of updates or information from the procurement team.
- During each event you will have the ability to send queries to the Procurement lead directly through the Emptoris Messaging service.

### Additional Resources

We would recommend visiting the links below to find more information on the system and its use.

- [www.ibm.com/support/knowledgecenter/SSYR8W\\_10.1.0/com.ibm.help.sourcing\\_home.doc/Sourcing\\_product\\_welcome.html](http://www.ibm.com/support/knowledgecenter/SSYR8W_10.1.0/com.ibm.help.sourcing_home.doc/Sourcing_product_welcome.html)
- [www.ibm.com/support/knowledgecenter/SSYR8W\\_10.1.0/com.ibm.help.ecs.suppliertutorials.doc/r\\_AccessingSupplierTutorials.html](http://www.ibm.com/support/knowledgecenter/SSYR8W_10.1.0/com.ibm.help.ecs.suppliertutorials.doc/r_AccessingSupplierTutorials.html)

### Contract Authoring Tool

For suppliers involved in contract negotiations, you will need a Contract Authoring Tool (MS Word plug in) which enables you to amend and negotiate contracts directly into Emptoris. This is a free product provided by IBM which adds the additional functionality to MS Word and this can be downloaded directly from the Emptoris system when required.

To install the Contract Authoring Tool -

[https://www.ibm.com/support/knowledgecenter/SSYQ89\\_10.1.0/com.ibm.help.userguide.doc/t\\_InstallingContractAuthoringTool.htm](https://www.ibm.com/support/knowledgecenter/SSYQ89_10.1.0/com.ibm.help.userguide.doc/t_InstallingContractAuthoringTool.htm)

## PAYMENT GUIDANCE

Once you have received a Contract or Order from SSE, we want to ensure that our Suppliers are paid promptly and we have added some guidance below to help us achieve this. We are committed to the Prompt Payment Code and want to ensure that any queries or issues related to payment are managed effectively.

### Invoice Guidance

To help us deliver on these commitments, we ask all our suppliers to work directly with our centralised Accounts Payable team and follow the guidelines provided below;

All Invoices must be sent to the relevant Accounts Payable team detailed below. Any invoices that are sent to business teams will be returned.

Purchase Order Reference	Company Reference	Invoice Email Address
PO 12xxxxx	SSE	<a href="mailto:sse.ap@sse.com">sse.ap@sse.com</a>
PO 13xxxxx	SSE – Renewables Developments UK Ltd	<a href="mailto:accounts.payable.dublin@sse.com">accounts.payable.dublin@sse.com</a>
PO 14xxxxx	SSE – Airtricity	<a href="mailto:accounts.payable.dublin@sse.com">accounts.payable.dublin@sse.com</a>
PO 16xxxxx	SGN	<a href="mailto:sgn.ap@sse.com">sgn.ap@sse.com</a>
PO 17xxxxx	Generation	<a href="mailto:gen.ap@sse.com">gen.ap@sse.com</a>

### What you need to know:

- Invoices must be saved as individual PDF files i.e. one Invoice per PDF File to enable fast processing through our systems
- Emails must include the word “Invoice” in the email subject
- Invoices without a Purchase Order Number will be returned to suppliers with advice on resolving the issue
- By following these guidelines, invoices that you send to the Accounts Payables teams will be processed within 5 working days and their status will be available to view via our i-Supplier Portal

### Support & Queries:

- Any invoice queries can be directed to the Email addresses listed above, quoting “query” and with a suitable reference in the email subject. This will ensure your query can be managed efficiently by the relevant Accounts Payable team.
- For more information on the Prompt Payment Code -
- [http://sse.com/media/194385/Prompt-Payment\\_What-it-means-for-suppliers-Final.pdf](http://sse.com/media/194385/Prompt-Payment_What-it-means-for-suppliers-Final.pdf)