

**Supplier Change -**

**Procurement Guidance Document**

**Introduction**

This guidance sets out the process to be followed when there is a requirement to change from a supplier used currently within the University to a different supplier. This guidance assumes that the Procurement Journey <https://www.gcu.ac.uk/aboutgcu/supportservices/finance/procurement/procurementjourney> has been followed to engage the new supplier.

When changing a supplier, consideration should be given to the time required to change the goods or services, the impact of change on the University and appropriate communication to inform the supplier.

**Supplier Change Processes**

There are two processes to follow depending on whether the supplier is **contracted** or **non-contracted.** The flowcharts below provide outline each process:

**Process 1 Contracted Supplier**

Contact Procurement to check notice period on existing contract

Liaise with Procurement to discuss any other contract or changeover implications

Department to ensure that they have internal authorisation to serve notice

Procurement shall draft letter serving appropriate notice requesting acknowledgement from current supplier

Letter will be signed by appropriate member of staff and sent from Procurement

**Process 2 Non - Contracted Supplier**

Contact Procurement to advise on requirement to change supplier

Discuss with Procurement any changeover implications

Department to ensure that they have internal authorisation to serve notice on supplier

Department to liaise with supplier to advise of intention to change providing rationale and timescales for change. Appropriate means of communication should be used, normally initially by telephone then followed up by letter

Department shall follow up communication with formal letter. A template is provided as below.

Letter will be signed by appropriate member of staff and sent from department

