

In case of enquiry contact Karl J Tattam
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Dear Supplier

E Procurement and Trading With Cambridge City Council

I am writing to inform you that Cambridge City Council has the capability to trade with its suppliers electronically. Electronic trading is faster and more efficient than conventional, paper based purchasing methods and should reduce transaction costs for both the City Council and our suppliers in terms of paper, postage, faxing and handling.

In order for us both to enjoy the benefits of trading electronically we need to validate, update and potentially add information to the records we currently hold about our suppliers. We would therefore be grateful if you could complete the enclosed Supplier Data Capture Form and BACS form. You need only complete the BACS section if Cambridge City Council is not already paying you by BACS transfer. We will use this information to update our supplier records. **Please note that when returning the form(s) you MUST do so under cover of a letter written on company letter headed paper and signed by an authorised officer within your company.** Forms returned without these validation indicators will be returned to the sender (or not processed).

To enable us to place orders with you electronically all you need is a live e-mail address.

The City Council will continue to send paper orders to those suppliers without e-mail but our preference is to move towards electronic solutions including further development of our capability to receive invoices from our suppliers in an electronic format and we look forward to working with you as we move forward.

Please note that Cambridge City Council will be using standard e-mail to send orders and as with all standard e-mails, we cannot guarantee the security of the information contained in the orders whilst they are transmitted via the Internet.

It should be noted that all orders received from Cambridge City Council must be accompanied by an official order.

David Horspool, Director of Finance, Cambridge City Council,
2nd Floor, Lion House, Lion Yard, Cambridge, CB2 3NA,
Telephone 01223 458161.



Thank you very much for completing the form. If you have any questions or require further information please visit www.cambridge.gov.uk or contact me on the above direct line.

Yours sincerely

K Tattam

Karl J Tattam
Support Services Manager