

Hertfordshire County Council working in partnership with Dacorum Borough Council, East Herts District Council, Hertsmere Borough Council, North Hertfordshire District Council, St Albans City and District Council, Stevenage Borough Council, Three Rivers District Council, Watford Council, Welwyn Hatfield District Council and Luton Borough Council



If you have received this letter addressed to you there will be a unique Supplier ID which you will need to use to register. If you do not have a unique supplier ID ring Sarah Matthews on the Supplier Helpdesk on 0870 486 6000

Please be aware though that it may be that you are not one of the suppliers identified by the Councils at this stage of their roll-out plans

If you have any queries regarding this letter please don't hesitate to contact **Evelyn Poulton** on 01707 281880 or after 10 March 01707 292362 evelyn.poulton@hertsc.gov.uk

Or you may prefer to speak to a contact at the District or Borough Council with whom you normally deal. Please see complete list at the bottom of this letter

Supplier ID:

Dear

Delivering Efficiencies Through e-Procurement

I am writing to you to give you details of an exciting collaborative opportunity that Hertfordshire County Council, in partnership with the District and Borough Councils detailed above, is putting in place to give you the ability to save costs by dealing electronically with the councils. In addition it can include a wider potential to develop eProcurement across your whole business dealings.

This letter has been sent to a number of our key suppliers. Please do not ignore this as doing so may affect our ability to do business with you.

Starting in March 2006 nine of the District and Borough Councils in Hertfordshire together with Luton Borough Council will be implementing a new electronic ordering system known as the Hertfordshire and Luton Marketplace. Each authority will be implementing in a gradual roll out or phased approach. The key feature of this will be a hosted web site with a "shopping basket" facility. This will enable council staff to order electronically the goods and services required for the day to day running of the council. This will be the preferred method of doing business.

You can join in by registering as a supplier. Advantages to you of this system are:

- Once you have signed-up to it you can trade on the internet with Hertfordshire and Luton councils and other public sector organisations who use the @UKPLC network.
- New market opportunities with other Councils and schools in the region.
- The ability to offer Internet shopping to existing and new customers, businesses, private individuals in the UK, in Europe and Worldwide
- Low set up costs
- Efficiency savings
- Electronic receipt of orders
- Electronic issuing of invoices
- The elimination of errors from re-keying order information
- Elimination of postage costs and delays
- Minimum computer requirements (an e-mail address and internet access are all that is required)
- The ability to set up and maintain your own on-line catalogue with shopping basket facility

I hope you will want to participate in this project which has the potential to bring efficiencies to us all. Details of how to do so can be found below.

Yours faithfully



Ros Aird
Head of Hertfordshire Business Services
Hertfordshire County Council
On behalf of all the participating authorities

How to become involved as a supplier

The basis is an on-line ordering system provided by @UKPLC, who provide a similar service to Bristol City Council, Devon County Council, Dorset County Council, North Yorkshire and Plymouth City Council and many others throughout the UK.

To find out more information about @UKPLC at this stage visit www.ukplc.net
Companies that are not already trading on-line will be able to create an on-line catalogue with a shopping basket allowing them to take orders through the internet. Larger companies that have already invested in developing a web site with these facilities will be able to link their existing web site to the system. **This will enable all suppliers to compete electronically as equals.**

The first stage in this process is for you, as a key supplier to the Hertfordshire and Luton councils, to register on the @UKPLC system. To do this follow the instructions below:

please go to: www.hertsdirect.org/eprocurement Once in, near the bottom of the page is the link "**New Marketplace collaboration...**" click on this and you will find information about the Hertfordshire and Luton Marketplace. You can also get to information about individual District and Borough Council roll out plans from there.
click on the link to register with @UKPLC and enter your unique supplier number.
Your unique supplier number is: : (see top of letter)

Once you have registered, a member of the @UKPLC team will call you to discuss your particular requirements. If you are already registered with @UKPLC please call Sarah Matthews on the Supplier Helpdesk on 0870 486 6000 and she will ensure you are equipped to do business electronically with the Hertfordshire and Luton councils with whom you have a purchasing arrangement.

@UKPLC have a variety of packages to suit all types of businesses to enable them to trade online with all their customers including Local Authorities and the general public. Prices start from as little as £48.00 per annum.

The individual councils will also be holding a series of breakfast meetings to explain the internal and external drivers for this development and to demonstrate the advantages and benefits of joining this exciting partnership. We will advise you of the dates of these meetings when they are finalised.

To keep up to date with developments, please visit the Hertfordshire and Luton Marketplace information on www.hertsdirect.org/eprocurement

Contact Details for Councils participating in the Hertfordshire and Luton Marketplace, together with Business Link Hertfordshire	
<p>Dacorum Borough Council Philip Binns Head of Corporate Procurement Tel: 01442 228215 Philip.binns@dacorum.gov.uk</p>	<p>East Herts District Council For general East Herts queries relating to the Hertfordshire and Luton Marketplace: Ceridwen Pettit Head of Performance 01279 502240 ceri.pettit@eastherts.gov.uk</p> <p>For specific queries relating to Property Suppliers Martin Shrosbree Head of Property Services 01992 531655 Martin.shrosbree@eastherts.gov.uk</p>
<p>Hertsmere Borough Council Steve Wallace Audit Manager Tel: 020 8207 7410 steve.wallace@hertsmere.gov.uk</p>	<p>North Hertfordshire District Council Rachel Cooper Payments Manager Tel: 01462 474606 email_rachel.cooper@north-herts.gov.uk</p>
<p>St Albans City and District Council Sue Lambert Buyer Tel: 01727 819307 s.lambert@stalbens.gov.uk</p>	<p>Stevenage Borough Council Sharon Wallace Senior Procurement Officer Tel: 01438 242083 Sharon.wallace@stevenage.gov.uk</p>
<p>Three Rivers District Council George O'Sullivan Procurement Officer Tel: 01923 727332 george.osullivan@threerivers.gov.uk</p>	<p>Welwyn Hatfield District Council Andrew Harper Head of Procurement Tel: 01707 357371 a.harper@welhat.gov.uk</p>
<p>Watford Council Derek Hatcher Procurement Manager Tel: 01923 278414 derek.hatcher@watford.gov.uk</p>	<p>Luton Borough Council Chris Addey Corporate Procurement Manager Tel: 01582 546867 addeyc@luton.gov.uk</p>
<p>Herts IT Centre for Business Business Link Hertfordshire Mikel Ludwig Tel: 01727 813500 mikell@exemplas.com</p>	<p>Hertfordshire County Council Evelyn Poulton Purchasing Consultant Tel: 01707 292362 from 10 March 2006 evelyn.poulton@hertscc.gov.uk</p>