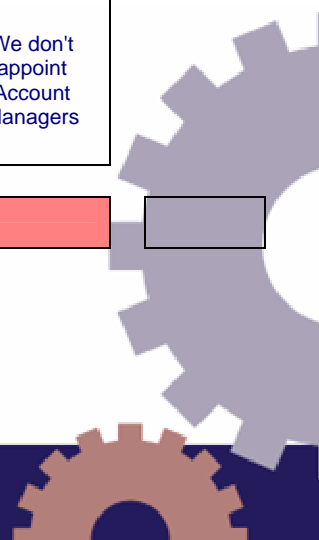


## Procurement Health Check

Name  
Company  
Address

Question	Score = 3	Score = 2	Score = 1	Totals
<b>POLICY:</b>				
How comprehensive is your organisation's procurement policy?	It covers everything	I know it has gaps	No policy defined	
<b>BUSINESS GOVERNANCE:</b>				
Is the procurement process overseen by a dedicated body (e.g. Steering Committee) to ensure it really is meeting business needs?	Regular business involvement	Limited business involvement	No oversight body	
<b>PURCHASING POWER:</b>				
Is a central register of approved suppliers maintained for all categories of purchases?	Yes	Limited categories only (e.g. IT)	No approved supplier list	
<b>MANAGEMENT INFORMATION:</b>				
Is regular focused management information produced to manage the procurement process (e.g. numbers of suppliers, invoices by purchase category, processing times)?	It gives me everything we need	The information could be improved	No management information	
<b>SUPPLIER MANAGEMENT:</b>				
Are trained Account Managers assigned to key supplier accounts to actively managed suppliers with which your company has a significant expenditure or relationship?	We have proactive Account Managers for all key suppliers	Some suppliers not actively managed	We don't appoint Account Managers	



# ANAGRAM

## implementing change

### LEGAL PROTECTION:

Does your company use its own standard contract for procurement of goods and services?

Yes	For some issues only (e.g. confidentiality)	We always use supplier's contracts	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### TENDERING PROCESS:

For large purchases or contracts are documented tendering procedures followed?

Always	For some purchases	Never	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### COST OF INVOICES:

Is invoice processing actively analysed and monitored to ensure efficiency (e.g. reducing single line invoices)?

Monthly	Occasionally	Never	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### RESOURCES:

Does your company have a central procurement team who receive regular training in both technical skills and stakeholder management?

Yes, they're on the ball	Yes, but could do better	No procurement team	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### VALUE FOR MONEY:

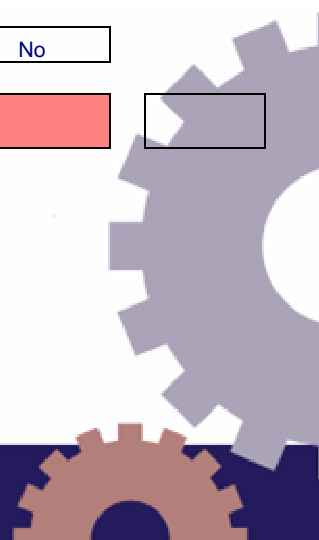
Does your business management believe your procurement process is flexible, cost effective and delivering value for money to the business?

They're totally happy	They have issues	I'm under real pressure to improve	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### BENCHMARKING:

Do you know how your procurement process compares to those being used by equivalent organisations?

Yes	Some idea	No	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# ANAGRAM

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implementing change

**REVIEW:**

Yes	Not for at least twelve months	Never	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Has your procurement process been subject to independent review?

**Total Score**

**SCORE**

- 12 to 19
- 20 to 28
- 29 to 36

**You have significant opportunities to make quick wins**  
**You should consider a focused improvement program**  
**Congratulations - you are doing most of what you should be doing...**

Anagram has helped a variety of financial services organisations to improve their procurement processes. If you would like to:

- Find out how your score compares to similar organisations
- Discover how Anagram could help you deliver real process improvements for a reasonable price
- Learn more about our successful track record in this area

please email [anagram@anagramonline.co.uk](mailto:anagram@anagramonline.co.uk) or contact us on 07703 538609

