

WEST DUNBARTONSHIRE COUNCIL

Report by Chief Executive

Corporate Services Committee: 28 March 2007

Subject: ICT & BD Electronic Purchase Order Authorisation

1. Purpose

1.1 The purpose of this report is to update Committee on the introduction of electronic authorisation for Purchase Orders raised through the ICT & Business Development HEAT Helpdesk system, as a further efficiency to the existing process.

2. Background

2.1 The key objective of this enhancement to existing procedures is to securely automate the purchase order authorisation process which is currently performed manually where the purchase orders are passed to the relevant Section Head for signature.

2.2 There are a number of specific areas which will be improved as a result of introducing this new procedure as follows:-

- ✓ A reduction in time it takes to issue and deliver purchase orders to suppliers. The aim is that an electronically produced purchase order is assigned to a specific Section Head within ICT&BD to be electronically approved.
- ✓ The authorised signatory will be automatically emailed requesting approval. This approval will provide a secure and auditable electronic signature method which will allow purchase orders to be speedily emailed to suppliers.
- ✓ Future benefits could be the receipt of emailed invoices from suppliers allowing more rapid and more efficient payment of invoices.
- ✓ Invoices can be considered proof of a software licences which will have the added benefit when stored and retrieved electronically.

3. Main Issues

3.1 Enhancements are now in place to allow for the development of electronically produced Purchase Orders from the ICT & BD HEAT system, and procedures are nearing completion for electronic authorised approval of purchase orders raised in the HEAT call management system.

3.2 Automated emails will now be sent to authorised signatories when there is a purchase order waiting to be signed which should significantly improve the efficiency of the existing ICT purchasing procedures.

4. Personnel Issues

4.1 There are no personnel issues.

5. Financial Implications

5.1 By introducing this more efficient method of ICT procurement the cost per purchase should correspondingly reduce.

6. Risk Analysis

6.1 This service enhancement provides a more secure (as well as a more efficient) method of procuring ICT hardware and software for the Council. Furthermore, it provides the Council with a further record of licence purchases.

7. Conclusion

7.1 Members are asked to note the progress made with the automation of purchasing and invoicing within ICT & Business Development via the creation of electronic signatures within the HEAT Call Management System.

8. Recommendation

8.1 **The Committee is invited to note this report.**

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Chief Executive
Date: 15 March 2007

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Appendices: None

Background Papers: None

Wards Affected: None