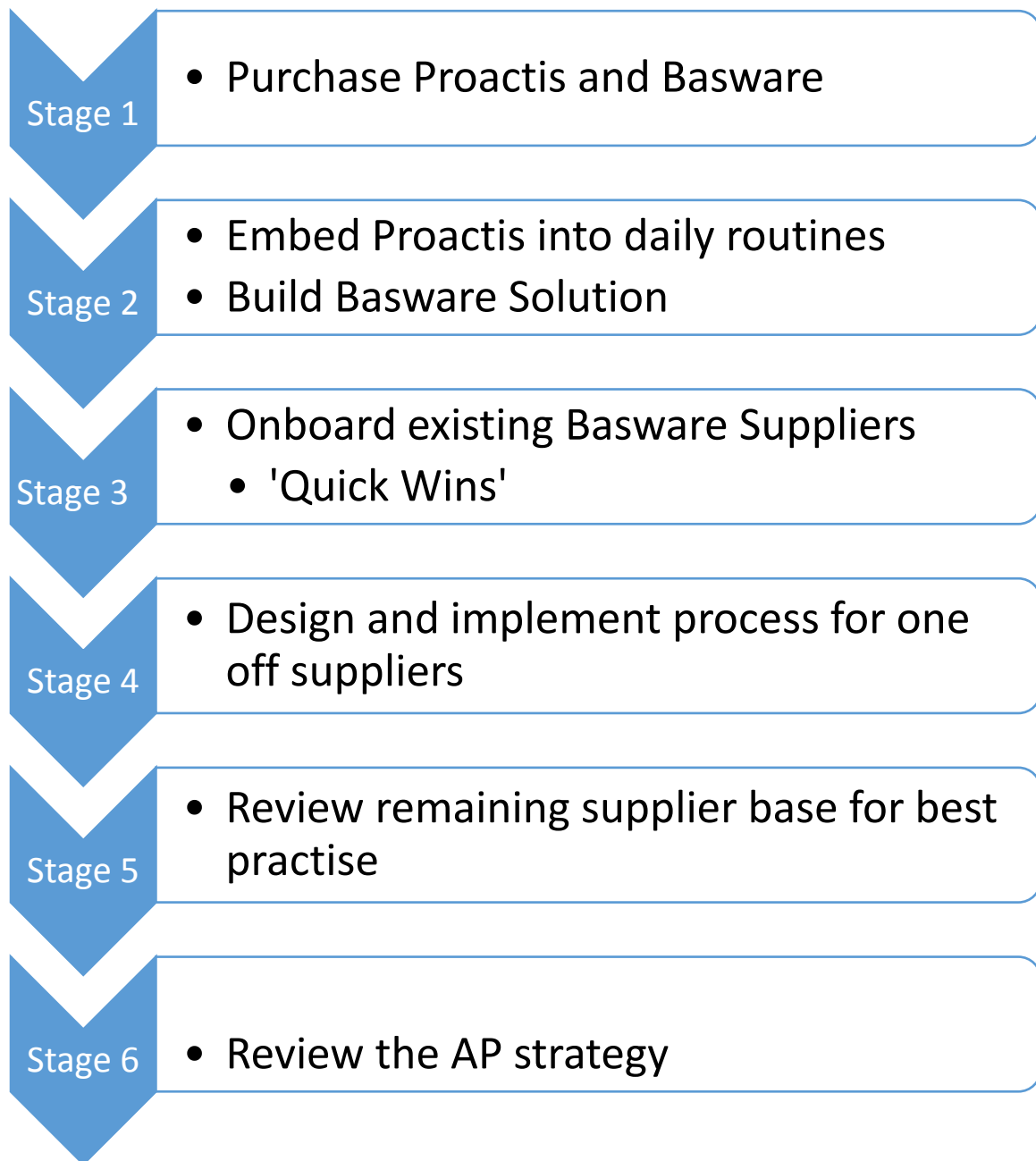


Appendix A

Proposed AP Strategy

The below document provides the detail on the Accounts Payable Strategy being proposed:

The below diagram outlines the stages of the strategy:



The Strategy Explained:

Stage 1 (2016/17)

1. Purchase of the Proactis and Basware solutions:
 - a. This ensures we have the building blocks to put the strategy into action.

Stage 2 (2017/18)

2. Implementation of Proactis, which will include:
 - a. Software integration into Agresso
 - b. Design of processes / working practises
 - c. Training
 - d. Communication to all relevant parties
 - e. Enforcement of no purchase order no payment
3. Implementation of Basware

Stage 3 (2017/18)

4. The AP team will look to on-board the Basware suppliers that are already present and active on the market place:
 - a. 9 of MCC's current suppliers have catalogues on Basware – this will equate to approximately 4,500 invoices per year
 - b. A further 5 of MCC's current suppliers use the portal to receive orders and produce invoices – this will equate to approximately 500 invoices per year.
 - c. A further 29 of MCC's current suppliers are registered and ready to use the portal – this will equate to approximately 9,000 invoices.

Stage 4 (2017/18)

5. Design and implement process using Basware for one off suppliers to submit invoices directly.
 - a. In the first 9 months of 2016/17 there were 3606 one off payments.

Stage 5 (2018/19)

6. Review remaining supplier base for best practise. Each supplier to be reviewed to establish the best route for processing e.g.:
 - a. Periodic Payment
 - b. AP Interface
 - c. Purchase Card
 - d. Basware
 - e. Consolidation
 - f. Direct Debit

Stage 6: (2019/20)

7. Review the AP Strategy
 - a. This will constantly be reviewed to ensure it remains appropriate.
 - b. The initial contract with Proactis will be for three years. At the end of this three year period there will be a requirement to review if this service will be required for the future.
 - c. External factors will impact the strategy:

- i. Software Developments
- ii. Welsh Government Strategy
- iii. Monmouthshire Digital Strategy
- iv. Etc.

The proposed strategy covers a three year period.

