

WELCOME TO EA COMMERCIAL PROCUREMENT SERVICES' (EACPS) NEWSLETTER

CONTRACTS TEAM

The EACPS Contracts Team consists of nine categories. The team is here to provide assistance if you have any issues with existing contracts or require advice, or guidance, on any current, or future, procurement needs. A list of each category, and their mailbox, can be found in the box to the right.

CONTRACTS TEAM - EMAIL ADDRESSES

Business Products & Services - Business.procure@eani.org.uk
Education Resources - Educationresource.procure@eani.org.uk
Furniture & Equipment - Equipment.procure@eani.org.uk
ICT - Ict.procure@eani.org.uk
Facilities Management & Maintenance - Facilities.procure@eani.org.uk
Catering - catering.procure@eani.org.uk
Fleet & Transport - Transport.procure@eani.org.uk
Major Works - Majorworks.procure@eani.org.uk
Minor Works - Minorworks.procure@eani.org.uk

All Contract Schedules can be found on EA Procure at <https://procurement.eani.org.uk> together with contact details for each supplier. If you have a query in relation to EA Procure, or need assistance with logon details, please email EAProcure@eani.org.uk

RECENTLY AWARDED CONTRACTS

- COVID-19 Emergency Supplies Instructional Signage (FAE-20-022) commenced April 2021
- School Stationery and Offices Supplies (EDR-20-016) commenced April 2021
- Textbooks (EDR-20-005) commenced April 2021
- Pre-serviced Library Books (EDR-21-003) commenced April 2021
- Firefighting Equipment (FMM-20-035) commenced May 2021

Contract Schedules can be found on to EA Procure at <https://procurement.eani.org.uk/>

EACPS OPERATIONS TEAM

We are here to assist schools/EA departments with the ordering process for goods and services. EACPS Operations Team can be contacted on procurement@eani.org.uk
NB: for advice on the navigation of the iProc system, please contact iFS on ifs.queries@eani.org.uk

EACPS Operations Team is currently experiencing a high volume of calls & orders for processing. These are being dealt with in date order. We are working our way through these as quickly as possible and appreciate your patience & co-operation with this

EACPS wishes to get schools input in the procurement and delivery of your school's requirements. We are currently seeking school representatives to sit on Tender Evaluation Panels for various Goods and Services, including:

- First Aid Supplies Business.procure@eani.org.uk
- Arts & Crafts Materials Educationresource.procure@eani.org.uk
- Collection & Disposal of ICT & Other Equipment Business.procure@eani.org.uk
- Educational Play Equipment Educationresource.procure@eani.org.uk
- Bottle-fed Water Coolers catering.procure@eani.org.uk
- Postal Services (including the use of franking machines) Business.procure@eani.org.uk
- Waste Management Services Facilities.procure@eani.org.uk

If you are interested in being part of the panel, please email the relevant mailbox provided

NB: Mandatory training will be provided

All Contract Schedules can be found on EA Procure at <https://procurement.eani.org.uk>

iProc Hints & Tips

- Remember to receipt orders for goods or services upon delivery (these can be part-receipted if all items are not supplied at the one time) - please do NOT receipt orders for goods or services that have not been delivered.
- Procurement does NOT deal with payment of invoices - please direct any invoice query to accounts@eani.org.uk
- Procurement cannot change the coding on an order, once approved. Please contact LMS, or your Special Education rep, to get a journal applied for coding errors.

We hope you have found our first Newsletter helpful. Should you wish to provide any feedback in relation to our Newsletter, or any other Commercial Procurement matter, please email procurementfeedback@eani.org.uk