



Post Office – Introduction of Web3

We are the Post Office and there is no-one like us. From our travel and financial services, passports to postage, the Post Office network is serving communities across the UK. We have a network of more than 11,500 branches across the UK and every one of our branches is at the heart of its community.

We are introducing a new cloud-based spend management system, Web3, to support our sourcing, supplier management and procurement processes. The system is being implemented in two phases and will initially replace the current tools we use to run tenders, obtain quotes, and manage our relationships with suppliers. Once fully implemented, next year, we will also be using the new system to order and pay for goods and services.

As a supplier, this cloud based tool will enable you to engage with us in one place to:

- Maintain and update your account information
- Find opportunities and take part in sourcing exercises including eRFPs and eAuctions
- Have joint schedules for meetings, actions, questionnaires and scorecards
- Receive orders and track invoices through to payment
- Send messages to the Procurement and Accounts Payable teams directly rather than by email

How do I access the system?

The link to Web3 is available from our website <http://corporate.postoffice.co.uk/our-suppliers>. This takes you to the system. You will also find guidance and user documents, where to go for help and news on the later stage of the implementation.

Will I have to register to use the new system?

You only need to supply a small amount of information in order to take part in a sourcing exercise with us.

- We have migrated some basic details from our existing systems, so if you receive an email from us with details of how to activate your account, please follow these instructions.
- If you do have not received an email you may need to register by following the link to the Web3 system.

Before you go on to do business with us, we will need a fully completed Supplier Registration Form. If you are an existing supplier you will be invited to complete the form to update the partial information in your accounts.

If you are a new supplier we may ask you to complete the form to finalise the registration of an account with us.

This allows us to capture all the information necessary for us to create your supplier account, carry out due diligence background checks, and to give us the information we need in order to report on the composition of our supply base.

A copy of the form is available from our website to enable you to prepare the information you will need. We appreciate that it may take some time to complete; but once your data is loaded into the new system it can be maintained via self-service which protects your data and reduces the need for follow up requests for information.

Who do I contact for help?

Please read the guidance on our website <http://corporate.postoffice.co.uk/our-suppliers>.

If you require any further advice please contact procurement@postoffice.co.uk