

The @UK PLC and Barclaycard Commercial solution

Working in partnership, @UK PLC and Barclaycard Commercial have developed a winning solution for public sector procurement.

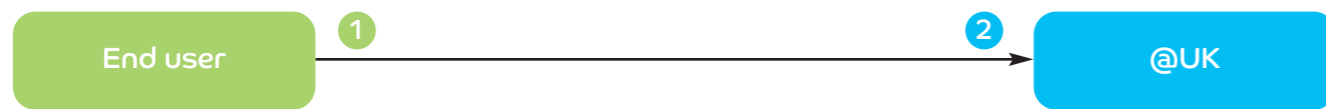
Combining the Government Procurement Card (GPC Visa) from Barclaycard Commercial along with @UK PLC's e-Marketplace solution brings the control and process efficiencies of the e-Marketplace alongside the speed and convenience of GPC Visa.

Introductory packages offer fantastic value, with the chance to upgrade your requirements at any time.

Benefits of the solution

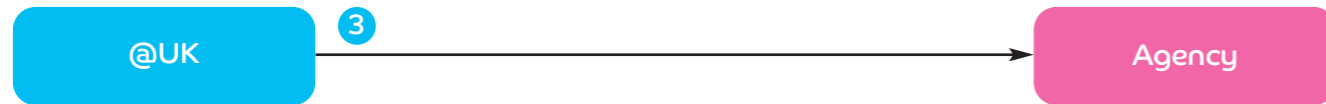
- **Manual paper based process is eliminated with fully integrated, electronic workflow**
 - Reduces time spent by front line staff on procurement and reconciliation process providing opportunity to improve front line services
 - Reduces workload in Accounts Payable reconciling and settling many individual invoices, providing opportunity for redeployment on more value adding opportunities
 - Reduces cost to agency preparing manual invoices
 - Eliminates error typically associated with manual processes
 - Allows for flexibility where actual services utilised differ from original requisition.
- **Enhanced control with forced data capture, data validation and enforced workflow**
 - Ensures all requisitions are approved before temporary labour is contracted
 - Provides an environment to ensure all timesheets are agreed by end user and agency
 - Ensures invoice data matches timesheet data
 - Ensures payments to the agency exactly match the agreed invoice
 - Provides 3-way reconciliation to match the requisition with the timesheet with the invoice.

Requisition and approval



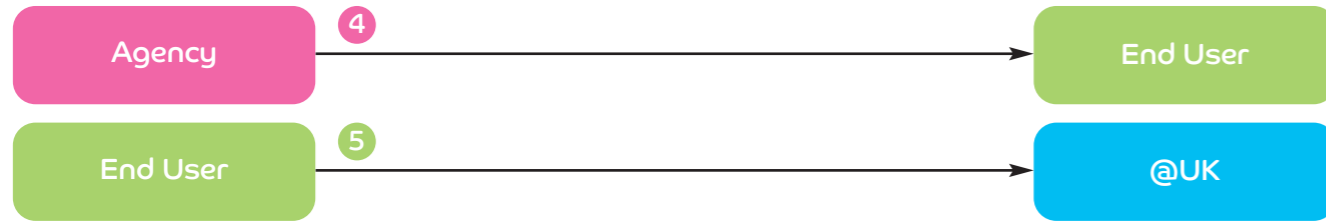
- 1 The end user within the hospital identifies their temporary staff need and raises a requisition on @UK.
Control – The electronic form ensures all necessary data is captured and validated.
- 2 The workflow of @UK facilitates the approval of the temporary staffing requisition with the appropriate line management.
Control – The system ensures the correct approval route.

Order



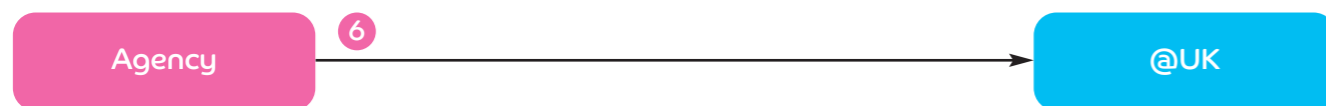
- 3 Once the requisition has been approved, @UK sends an electronic purchase order with the temporary staff requirements to the agency.
Control – This electronic purchase order represents the only way to contract temporary staff and so approval must have been provided.

Services received



- 4 The temporary employee provides the services to the NHS Trust.
- 5 At the end of the week the timesheet is completed within the @UK system and approved as accurate by the end user
Control – The end user and temporary employee reconcile the timesheet, ensuring both parties are satisfied it represents an accurate record of the services provided. No timesheets can be submitted without approval from the end user.

Invoice



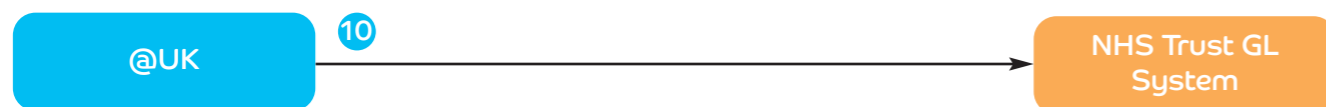
- 6 The electronic timesheet is presented to the agency. Upon the agency confirming its approval of the timesheet, the data in the timesheet is converted into an electronic invoice of the services received. This invoice is fully VAT compliant.
Control – The invoice is linked to, and exactly matches, the corresponding timesheet. No invoice can be received without a corresponding timesheet and therefore no over billing is possible.

Payment



- 7 Upon receipt of electronic invoice, @UK charges the embedded Visa payment account for the total invoice amount. Via the secure Visa network the payment instruction reaches Barclaycard Commercial.
Control – Without an approved electronic invoice, no payment instruction can be issued. Payment exactly matches the invoice value.
- 8 Payment is made to the agency via their Visa merchant acquiring account within 3-4 working days.
- 9 All individual payments to the agency are shown on one, consolidated, monthly statement that requires just one payment to Barclaycard Commercial to settle.
Control – No transactions can be charged to the account without instruction from the @UK system, as all account details are hidden from the end users and the agencies.

Reconcile



- 10 The @UK system provides one file for integration into the NHS Trust's financial platform. This contains all invoice data for each transaction. This provides full reconciliation between the requisition for temporary labour, the timesheet and the invoice.
Control – The report will provide reconciliation between the value of invoices received from the agency and the settlement paid to Barclaycard Commercial.

Report



- 11 The data file is used to allocate the cost of each transaction back to the relevant end user within the Trust by mapping the user details provided to the relevant cost centre.

Talk to us

To find out more about the @UK PLC and Barclaycard Commercial solution, please call a member of our team today on **07917 503013** (Mobile) or visit www.barclaycard.co.uk/commercial

This information is also available in large print, Braille or audio format by calling **0844 822 2160**.*

*Calls may be monitored or recorded in order to maintain high levels of security and quality of service. For BT business customers, calls to 0844 822 numbers will cost no more than 5p per minute, min call charge 5.9p (current at May 2009). The price on non-BT phone lines may be different.

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