

Management Information Introduction

14 March 2019



Crown
Commercial
Service

Agenda

- Management Information (MI) Collection Team
- What is MI?
- The Data - Usage and Importance
- Supplier Responsibilities
- The MI Collection Tool
- Questions

The MI Collection Team

MI Collection Team forms part of our Finance, Planning and Performance Directorate.

We manage the MI Collection tool: Users, templates, data, processing and reporting.

We provide an end to end service for MI in CCS, for both internal colleagues and our supplier base.

Your primary point of contact for any MI inquiries:

report-mi@crowncommercial.gov.uk

What is MI?

A record of business transacted on CCS commercial agreements - Contracts and Invoices.

A contractual obligation for Suppliers on CCS commercial agreements:
Framework Schedule 5.

Submitted via a web portal, monthly, in arrears, for the full lifetime of the agreement.

Agreement Lifetime

Timeline	Note
1. Agreement Construction	MI Template / Data requirement and product/pricing structure designed.
2. Post-Award	Supplier on-boarding and MI Contacts established. Access to MI Collection Tool issued.
3. Live Agreement	Regular monthly reporting.
4. Expired Agreement	No new business can be won - existing contracts continue in call-off, MI reporting continues where applicable.
5. End of Contracts	MI collection comes to an end. Supplier accounts are checked before closure.

The Data - Usage and Importance

The source of CCS Management Charge.

Allows agreement performance monitoring and value add reporting.

Monitors Supplier/Customer performance and compliance.

Informs CCS internal forecasting and strategic business decisions, including the creation of future commercial agreements.

Supplier Responsibilities

Timely and accurate monthly MI submissions for CCS agreements, following agreed processes, guidance and templates.

Consistent reporting for the life of the agreement – meeting deadlines and declaring when you have conducted no business.

Timely payment of CCS invoices.

Manage and deal with reporting problems as they arise, liaising with us if assistance is needed. Don't leave your MI submission incomplete.

Inform us of any changes to your MI contact(s) throughout the life of the agreement – keep this up to date.

The MI Collection Tool

MI submissions are made via an online web portal. MI contact(s) will receive a prompt by email when there is a submission to complete.

The portal is currently a beta service, with new features being added over time. We welcome any feedback you wish to submit.

Your MI contact(s) will receive a welcome email and system access in advance of your first submission.

Training and support is available for new users. If you require assistance, please don't hesitate to get in touch.

A link to the collection tool and other useful resources are available on the CCS supplier guidance [web page](#).

Keep in touch

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