



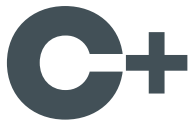
Supplier Overview

Prepared by Tom Inglis

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Introduction



What is Cenefits?

- A web and mobile application which makes it easy for corporate and public sector buyers to **manage, measure and realise benefits in their contracts.**

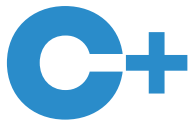


What is it used for?

- Cenefits is used to realise:
 - **ESG**
 - **Social Value**
 - **Community Wealth Building**
 - **Inclusive Growth**
 - **Sustainable Procurement**
 - **Equality Outcomes**

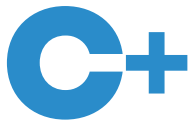


Publishing Contracts



Publishing Contracts

- Buyer Contract Managers can mark Contracts as Unpublished or Published.
- This controls whether or not Buyer Project Managers, Suppliers and Delivery Partners have access to their Benefits.
- They are notified by email when a Contract is published.



Delivery Dates

- Buyer Project Managers, Suppliers and Delivery Partners are notified by email a week before, the week of, and a week after each Delivery Date.
- The emails contain a direct link to the view where they can upload Evidence of activity.
- If they miss a Delivery Date, the Buyer Contract Manager is informed by email.

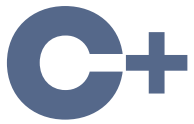


Assigning Employees



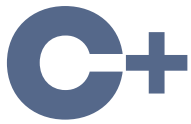
User Types

- Suppliers and Delivery Partners have two types of users, Employees and Admins.
- By default all of their users are Employees unless they pay a per user fee of £10 +VAT per month to upgrade one or more of them to Admins.



Employees

- Employees assigned to Benefits receive email notifications and have the ability to upload Evidence and Scores.
- They can also edit their Profile and access our Technical Support.

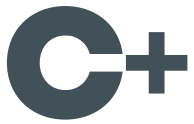


Admins

- Supplier and Delivery Partner Admins can also:
 - Invite Employees to their Organisation.
 - Assign and Unassign Employees to one or more Benefits.
 - Download Contract and Benefit Reports.



Capturing Evidence



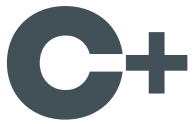
Uploading Evidence

- For each Delivery Date, Buyer Project Managers, Suppliers and Delivery Partners must provide a textual update and can attach one or more documents / photos as evidence.
- They must submit it for approval by a Buyer Contract Manager.



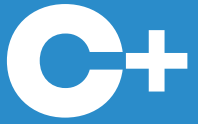
Checking Evidence

- Buyer Contract Managers are sent an email when a Buyer Project Manager, Supplier or Delivery Partner submits evidence for approval.
- They must review the text and any documents / photos uploaded, and then either approve or reject it.
- If they reject it, they can enter a reason, and the Evidence submitter gets an email asking them to make the requested changes.

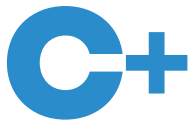


Benefit Statuses

- Buyer Contract Managers maintain the status of each Benefit:
 - Not Started, In Progress, Delayed*, Delivered, Partially Delivered*, Not Delivered, Substituted*
 - If they select the statuses marked with a * they can enter an explanation.

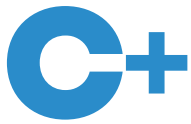


Capturing Scores



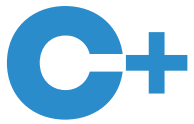
What are Scores?

- Buyer Project Managers can score each Benefit with a Merit, Pass, or Not Completed (Organisation / Supplier / Delivery Partner) rating.
- Suppliers can also score each Benefit, but with a Good, Satisfactory or Poor rating.
- The purpose of scoring is to provide feedback to both parties, so that they can celebrate successes or make improvements in future.



Uploading Scores

- When a Buyer Contract Manager marks a Benefit as Completed, Buyer Project Managers and Suppliers are sent an email asking them to provide a Score.
- They must provide a textual update and can attach one or more documents / photos as feedback.
- They must submit it for approval by a Buyer Contract Manager.

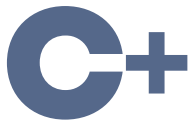


Checking Scores

- The process for approving or rejecting Scores is the same as for approving or rejecting Evidence.



Monitoring Performance

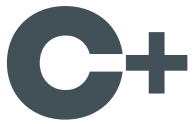


Red / Amber / Green

- **Red / Amber / Green** statuses are automatically calculated for Contracts in real time, based on the number of Benefits and the amount of Benefit Value, Benefit Points and Emissions Savings that should have been delivered.

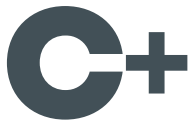


Downloading Reports



Contracts Report

- Supplier / Delivery Partner Admins can filter the Contracts they have access to and export an Excel (XLS) or OpenDocument (ODS) file containing:
 - Contract Details
 - Number of Benefits, Benefit Value, Benefit Points, Emissions Savings Delivered

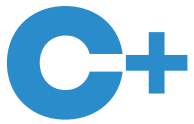


Benefits Report

- Supplier / Delivery Partner Admins can filter the Benefits they have access to and export an Excel (XLS) or OpenDocument (ODS) file containing:
 - Benefit Details
 - Buyer Assessor, Supplier, Delivery Partner Evidence
 - Buyer Assessor, Supplier Scores
 - Links to the Upload Evidence and Score Views



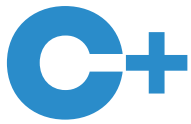
More Information



Product Website

- Our **Product Website**, which contains a succinct summary of the application's benefits and pricing is available here:

<https://cenefits.com>



Support Website

- Our **Support Website**, which contains more detailed instruction in how to use the application, as well as our most frequently asked questions is available here:

<https://support.cenefits.com>



Any Questions?

Please email us:

hello@cenefits.com