



PRIFYSGOL
BANGOR
UNIVERSITY

TREFNIADAU CAFFAEL / PROCUREMENT PROCEDURES



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Gorffennaf 2017 / July 2017

Agenda

- Caffael – beth ydi o a pham mae'n bwysig?
- Trosolwg o reoliadau a pholisi
- Trefniadau Caffael
- Fframweithiau
- Deddfwriaeth Cyfryngwyr 2017
- Procurement - what is it and why is it important?
- Overview of Regulations and Policy
- Procurement Procedures
- Frameworks
- Intermediaries Legislation 2017 (IR35)

Beth ydi Caffael?/ What is Procurement?

- *Y proses lle mae sefydliadau yn diwallu eu hanghenion o ran nwyddau, gwasanaethau, gwaith a chyfleustodau mewn ffordd sy'n sicrhau gwerth am arian ar sail oes gyfan yn nhermau cynhyrchu manteision, nid yn unig i'r sefydliad, ond hefyd i'r gymdeithas a'r economi, gan greu'r difrod lleiaf i'r amgylchedd. (Tasglu Caffael Cynaliadwy – Caffael y Dyfodol, 2006)*
- *Nid mater o godi archebion yn unig ydyw...*
- The process whereby organisations meet their needs for goods, services works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment. (Sustainability Task Force – Procuring the Future, 2006)
- It isn't just about placing orders.....

The Priceberg



THE PRICEBERG



Pam rydym angen Trefniadau Caffael?

Why do we need Procurement Procedures?

- I sicrhau:
 - atebolrwydd llawn a thryloyw ar gyfer arian cyhoeddus;
 - Bod y sefydliad yn bodloni'r holl ofynion cyfreithiol a rheoliadol;
 - Mae proses manwl o ddiwydrwydd dyladwy ar gyfer penderfyniadau sydd â risg ariannol neu i enw da y Brifysgol yn bodoli.
 - Mae defnydd o arian cyhoeddus yn cyflawni gwerth gorau am arian.
- To ensure:
 - There is full and transparent accountability for public funding;
 - The institution meets all legal and regulatory requirements;
 - There is a rigorous process of due diligence for decisions with a significant reputational or financial risk;
 - The use of public funds achieves best value for money.



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Rheolau Caffael, Rheoliadau a Gofynion Polisi

Procurement Rules, Regulations and Policy Requirements





- Gyfarwyddeb Ewropeaidd ar Caffael Cyhoeddus
- Rheoliadau Caffael Cyhoeddus 2015 (cenedlaethol)
- Datganiad Polisi Caffael Cymru
- Trefniadau Caffael / Rheoliadau Cyllid (mewnol)
- Strategaeth Caffael 2015-2020
- Egwyddorion cyffredinol
- European Directive on Public Procurement
- Public Contract Regulations 2015 (national)
- Wales Procurement Policy Statement
- Procurement Procedures / Financial Regulations (internal)
- Procurement Strategy 2015-2020
- General principles



- Egwyddorion cyffredinol
 - Triniaeth gyfartal
 - Tryloywder
 - Cyd-gydnabyddiaeth
 - Cymersuredd
- General principles
 - Equality of treatment
 - Transparency
 - Mutual recognition
 - Proportionality

Polisi Caffael Cymru/ Wales Procurement Policy

- Strategol;
 - Adnoddau proffesiynol;
 - Effaith economaidd, gymdeithasol ac amgylcheddol.
 - Manteision Cymunedol;
 - Cystadleuaeth agored, hygyrch;
 - Prosesau safonol syml;
 - Cydweithredu;
 - Ymgysylltu â chyflenwyr ac arloesi;
 - Datblygu a gweithredu polisi
 - Mesur ac effaith.
- Strategic;
 - Professionally resourced;
 - Economic, Social and Environmental Impact;
 - Community benefits;
 - Open, accessible competition;
 - Simplified standard processes;
 - Collaboration;
 - Supplier engagement and innovation;
 - Policy development and implementation;
 - Measurement and impact

Trefniadau Caffael

Procurement Procedures



Adnabod yr angen

Identifying the need.

- Adnabod yr angen (mae hyn yn wahanol i beth ydych isio).
- (Os ydych yn prynu eitem o ansawdd uwch neu cynhyrchion neu wasanaethau ychwanegol nag sydd ei hangen arnoch i wneud y gwaith, nid ydych yn sicrhau gwerth gorau.)
- Gofynnwch ‘pam?’ pan yn ddiffinio eich anghenion;
- Beth fydd yn digwydd i’r cynnyrch/gwasanaeth pan fydd eich prosiect yn gorffen?
- Oes cyllideb yn bodoli?
- Oes angen i mi brynu o gwbl?
- Identify the need (this is different to what you want).
- (If you purchase a higher quality item or extra products or services than you require to do the job, you are not obtaining best value.)
- Ask ‘why?’ when defining requirements.
- What will happen to the product/service when your project is finished?.
- Does a budget exist?
- Do I really need to buy at all?

Adnabod yr angen (2)

Identifying the need (2).

- Manyleb swyddogaethaol fyr, syml neu ddisgrifiad ynghyd â meintiau a ofynion darparu.
- Efallai y byddwch am ffafrio un cyflenwr neu datrysiad ond mae hyn yn debygol o leihau gallu'r Brifysgol i gyflawni gwerth am arian.
- Peidiwch â gadael y farchnad mynnu datrysiad cyn mae'r angen wedi'i ddiffinio.
- Ni ddylid defnyddio enwau brand yn y mwyafrif o achosion.
- Short, simple functional specification or description together with quantities and delivery requirements.
- You may wish to favour one supplier or solution but such an approach is likely to reduce the University's ability to achieve value for money.
- Don't let the market dictate a solution before the need has been defined.
- Brand names should not be used in the majority of cases.

Cynllunio'r gofyn

Planning the requirement.

- Mae caffaeliadau ar raddfa fwy yn gofyn am amseroedd cynllunio hirach.
- Peidiwch a gadael prosesau caffael tan y munud olaf – mae cyflenwyr yn pobl brysur hefyd!
- Mae eithriadau ar sail ‘brys’ dim ond yn dderbyniol ble roedd y ‘brys’ ddim wedi ei ragweld. Nid yw diffyg cynllunio yn sefyllfa argyfwng.
- Larger scale procurements require longer planning times.
- Don't leave procurement processes until the last minute – suppliers are busy people too!
- Exemptions based on ‘urgency’ are only acceptable where the ‘urgency’ was unforeseen. A lack of planning is not an emergency situation.

Sut i gyfrifo cyfanswm gwerth?

How to calculate total value?



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- Dylid ystyried cyfanswm gwerth y pryniant. Er enghraifft, os ydych yn prynu offer, dylech ystyried gwerth yr offer ynghyd ag unrhyw ategolion, cefnogaeth, cytundebau cynnal a chadw ag ati.
- Dylai eich penderfyniad ynghylch y broses gystadleuol l'w dilyn fod yn seiliedig ar eich gwariant rhagweladwy rhesymol dros 4 blynedd. Mae hyn yn wir hefyd pan fyddwch yn prynu eitem yn gyson, lle nid yw hyd y contract wedi ei bennu.
- The total value of the purchase should be considered. For example, for equipment purchases you need to consider the value of the equipment plus any accessories, support, maintenance etc.
- The decision as to which procedure applies needs to be based on your reasonable foreseeable expenditure (and technically that of the University as a whole), aggregated over 4 years. This is also the case for recurring purchases, where there is no fixed term contract length.

Sut i gyfrifo cyfanswm gwerth?

How to calculate total value?

- Yn nhermau contractau, cyfanswm gwerth yw gwerth y contract neu amcangyfrif o werth y contract dros oes y contract. Rhaid i'r cyfanswm gwerth gynnwys unrhyw estyniadau posib i'r contract, e.e. mae contract 3 blynedd gyda gwerth blyneddol o £20,000 sy'n cynnwys estyniad 2 flynedd posib yn cael ei brisio ar £100,000, h.y. y cyfnod 5 mlynedd cyfan.
- In terms of contracts, total value is the contract value or estimated contract value over the lifetime of the contract. The total value must include any possible contract extensions. E.g. a 3 year contract with an annual value of £20,000 which includes a possible 2 year extension is valued at £100,000, i.e. the full 5 year term.

Trothwyon / Thresholds

- Cyfanswm gwerth (ac eithrio TAW)
- <£1000 – Cael y pris gorau
- £1,000 - £4,999 – Dylid gofyn am 3 dyfynbris cystadleuol a chofnodi tystiolaeth o'r dyfynbrisiau.
- £5,000 - £24,999 – 3 dyfynbris ar ffurf ysgrifenedig wedi eu cysylltu â 'ffeil dogfennau' archeb prynu Agresso fel tystiolaeth.
- £25,000+ - Dilyn proses dendro ffurfiol gyda chymorth y Tim Caffael Corfforaethol. Rheoliadau Contractau Cyhoeddus 2015. (Rhaid atodi'r matrices gwerthuso i'r 'ffeil dogfennau' archeb prynu Agresso fel tystiolaeth.)
- £164,176 (nwyddau neu gwasanaethau) or £4,104,394 (gwaith) (fel ym mis Ionawr 2016) – Dilyn proses dendro ffurfiol o dan y Rheoliadau Contractau Cyhoeddus 2015.
- Total value (excluding VAT)
- <£1000 – obtain best available price
- £1,000 - £4,999 – 3 competitive quotations should be sought and evidence of the quotations recorded.
- £5,000 - £24,999 – 3 quotations received in writing and attached to the Agresso purchase order 'documents file' as evidence.
- £25,000+ - Undertake formal tender procedure with Corporate Procurement Team input. (Evaluation matrix to be attached to the Agresso purchase order 'documents file' as evidence.
- £164,176 (goods or services) or £4,104,394 (works) (as at January 2016) – Undertake formal tender procedure under the Public Contract Regulations 2015.

Dewid Cyflenwyr Supplier Selection

- Mae'n pwysig i gofio ar bod adeg yr egwyddorion o fod yn agored, teg a thryloyw yn gymwys.
- Ni ddylech fyth ar unrhyw adeg rhoi unrhyw faintais I un cyflenwr dros y lleill – gallai hyn fod mewn gwybodaeth (gan gynnwys prisiau blaenorol a dalwyd neu a ddyfynnir) yn ogystal â mwy neu lai o amser i gwblhau eu cynnig.
- Yn ogystal â bod yn anfoesegol, gallai gwneud hyn effeithio ar enw da'r Sefydliad, a gall arwain at her gyfreithiol.
- It is important to remember at all times that the principles of being open, fair and transparent must apply.
- You must never at any stage give any supplier any advantage over the others – this could be in knowledge or information (including previous prices paid or quoted) as well as more or less time to complete their offer.
- In addition to being unethical, doing this could affect the reputation of the Institution and may result in a legal challenge.

Dewis Cyflenwyr (2)

Supplier Selection (2)

- Cofrestr gytundebau
 - <https://www.bangor.ac.uk/finance/contracts/index.php.en>
- Trefniadau Consortia / cytundebau fframewaith
- Gwerthwch i Gymru / Chwiliadau ar y rhyngrwyd / Yellow Pages / Agresso
- Dros £25k – hysbysebu rhybudd contract ar gwerthwch i Gymru.
 - <http://www.sell2wales.gov.wales>
- Contract Register
 - <https://www.bangor.ac.uk/finance/contracts/index.php.en>
- Consortia arrangements / framework agreements.
- Sell2Wales/ Internet searches / Yellow Pages / Agresso
- Over £25k – contract notice advertised on Sell2Wales
 - <http://www.sell2wales.gov.wales>

Gwerthuso Evaluation

- Dull cyson a theg i werthuso. Dylai'r sgoriau gwerthuso neu sylwadau gael eu cofnodi er mwyn rhoi adborth i gyflenwyr os gofynnir.
- Gwiriwch y fanyleb yn erbyn cynnig y cyflenwr.
- Sut mae prisiau yn cymharu? Efallai y bydd angen i chi holi gwahaniaethau mawr mewn prisiau gan y gallai hyn fod yn arwydd o gamgymeriad neu manyleb wahanol.
- Os nad ydych yn bwriadu dyfarnu ar bris, yna rhaid i chi roi gwybod i gyflenwyr sut y byddwch yn asesu eu ceisiadau ymlaen llaw.
- Dylech gynnwys copi o Delerau ac Amodau y Brifysgol a gofyn i'r cyflenwr gytuno iddynt.
- Cynnal gwiriad ariannol ar y cwmni - gofynnwch i'r Tîm Caffael.
- Consistent and fair approach to evaluation. The evaluation scores or comments should be recorded in order to feedback to suppliers if requested.
- Check the specification against the supplier's offer.
- How do prices compare? – You might need to query large price differentials as this may indicate a mistake or a different specification.
- If you do not intend to award on price, then you must notify suppliers how you will assess their bids upfront.
- Include a copy of the University's Terms and Conditions and ask the supplier to agree to them.
- Conduct a financial check on the company - ask the Procurement Team.

Dyfarnu'r contract

Contract Award

- Bydd y dyfynbris neu dendr yn ffurfio sail y contract, fodd bynnag, bydd angen i chi ddarparu'r cyflenwr llwyddiannus gyda llythyr dyfarnu/e-bost.
- Ar gyfer cyflenwyr hynny nad ydynt yn llwyddiannus, dylech eto anfon llythyr a bod yn barod i egluro'n fanwl pam nad oeddent yn ennill y busnes.
- Fel rheol, ni ddylech fyth cytuno i dalu cyflenwr cyn derbyn y nwyddau neu wasanaethau.
- Cyhoeddi archeb prynu a / neu gontract yn ôl y gofyn.
- The quotation or tender will form the basis of the contract however you will want to provide the successful supplier with an award letter/email.
-
- For those suppliers who were not successful you should again issue an email and be prepared to explain in detail why they did not win the business.
- As a rule, you should never agree to pay a supplier in advance of receiving goods or services.
- Issue a purchase order and/or contract where required.

Rhoi'r Archeb

Placing the order

- Rhaid codi archeb ffurfiol ar gyfer pob pryniant oni bai y defnyddir cerdyn prynu.
- Rhaid l archebion pryniant cael eu codi ar ddechrau'r broses a dim ar ôl derbyn anfoneb.
- Bydd angen l chi cwblhau ffurflen archeb ac atodi'r dystiolaeth caffael angenrheidiol:
 - Rhif cyfeirnod y Fframwaith a enw'r Corff Contractio
 - Un dyfynbris
 - Tri dyfynbris
 - Matrics gwerthuso trendrau
 - Ffurflen Cyfiawnhau Gweithredu Tendr Sengl
- A purchase order must be raised for every purchase unless a purchasing card is being used.
- Purchase orders must be raised at the beginning of the process and not following receipt of an invoice.
- You will be required to complete a requisition form and attach the necessary procurement evidence:
 - Framework Reference No. & Contracting Body
 - One quote,
 - Three quotes,
 - Tender evaluation matrix
 - Single Tender Justification Form

Rhoi'r Archeb

Placing the order

- Rhaid cofrestru cyflenwyr ar Agresso.
- Gallwch gofyn am cyflenwyr newydd ond rhaid sicrhau digon o amser iddynt cael eu hadolygu a'u sefydlu ar y system.
- Rhaid i anfonebau cynnwys rhif yr archeb.
- Ni ddylech wneud unrhyw fath o ymrwymiad o dan unrhyw amgylchiadau oni bai a than fod Archeb Prynu wedi cael ei awdurdodi/ei lofnodi gan unigolyn awdurdodedig.
- Suppliers must be registered on Agresso.
- New suppliers may be requested but ensure plenty of time for these to be reviewed and set up.
- Invoices must include the PO number.
- In no circumstances should you make any sort of commitment unless and until a Purchase Order has been authorised and signed by an authorised person.

Blaendaliadau

Advance Payments

- Ni ddylid talu nes bod y nwyddau neu'r gwasanaethau wedi eu derbyn mewn ffordd foddhaol.
- Payments should only be made on satisfactory receipt of goods and services.
- Lle nad oes modd ogsoi hynny:
 - Gofynnwch am gwarant banciwr neu bond perfformiad.
 - Os yn amharod I ddarparu'r uchod, bydd y Tim Caffael yn cynnal gwiriad ariannol ac asesu'r risg.
 - Bydd angen i Pennaeth yr Ysgol cytuno y byddant yn atebol os collir arian.
 - Cytundeb gan y Cyfarwyddwr Cyllid.
- Where unavoidable:
 - Request banker's guarantee or performance bond.
 - If unwilling to provide the above, the Procurement Team will undertake financial check and assess the risk.
 - Head of School will need to agree that they will be liable if monies are lost.
 - Agreement from Director of Finance.

Cytundebau Fframwaith / Framework Agreements

- Aelodaeth Consortiwm – North Western Universities Purchasing Consortium (NWUPC) a'r Gwasanaeth Caffael Cenedlaethol i Gymru.
- Cytundeb fframwaith yw cytundeb gydag un neu fwy o gyflenwyr/darparwyr sy'n gosod y telerau a'r amodau y gellir gwneud contractau unigol (yn ôl y gofyn) danynt drwy gydol cyfnod y cytundeb.
- Mae cytundebau fframwaith yn creu proses hyblyg ac wedi'i symleiddio ar gyfer caffael nwyddau, gwaith neu.
- Ymgynghorwch â'r Llawlyfr y Prynwr pob tro.
- Dyfarnu'n uniongyrchol neu cystadleuaeth bellach.
- Cyfeiriwch at y cytundeb fframwaith yn yr archeb pob tro.
- Consortium membership – North Western Universities Purchasing Consortium (NWUPC) and the National Procurement Service for Wales.
- A framework agreement is an agreement with one or more suppliers which sets out terms and conditions under which individual contracts (call-offs) can be made throughout the term of the agreement.
- Framework agreements create a streamlined and flexible process for procuring goods, works and services.
- Always consult the Buyer's Guide.
- Direct award or further competition.
- Always include reference to the framework agreement on the purchase order.

Cytundebau Fframwaith

Framework Agreements

- Er efallai y byddwch o bryd i'w gilydd yn gallu chwilio a dod o hyd o gynnyrch ychydig yn rhatach yn cymharu a'r cynnig trwy gytundebau fframwaith, mae'n bwysig cofio bod:
 - Mae eich amser yn chwilio yn costio hefyd.
 - Mae cyflenwyr Fframwaith eisoes wedi bod drwy broses ddethol drwyadl, gan gynnwys ariannol, iechyd a diogelwch, cynaliadwyedd, goblygiadau cydraddoldeb.
 - Mae cytundebau fframwaith yn cael eu dyfarnu ar ansawdd a phris.
- Although you may occasionally be able to search and find a product a little cheaper that offered via framework agreements, it is important to remember that:
 - Your time searching costs money too
 - Framework suppliers have already been through a rigorous selection process, including financial, health & safety, sustainability, equality implications.
 - Framework agreements are awarded on quality and price.

Cytunebau Fframwaith Framework Agreements

- Enghraifft:
- Example:

www.nwupc.ac.uk

Cytunebau Fframwaith

Framework Agreements

- Dylai eitemau cyffredin ac ailadroddus fod ar gael drwy cytundebau fframwaith.
- Os na ellir cael hyd o'r eitem yr ydych yn dymuno prynu, gofynnwch i gyflenwyr a gallant gyflenwi neu beidio.
- Os ddim, gallwch defnyddio eu hymatebion ebost fel tystiolaeth fod chi ddim yn gallu prynu drwy'r fframwaith.
- Cysylltwch a gyflenwyr yn uniongyrchol pob tro i gael prisiau a dyfynnu cyfeirnod y fframwaith – peidiwch a cymryd bod y prisiau sydd ar wefan y prisiau a ydych chi'n ei dalu.
- Common and repetitive items should be available through framework agreements.
- If you can't find the item you want to buy, ask suppliers whether they can supply or not.
- If not, you can use their email responses as evidence that you were unable to source through the framework.
- Always contact suppliers directly to obtain prices and quote the framework reference number – do not take website prices to be the prices you pay.

Gwerthuso / Evaluating

Gwerth gorau am arian a dim y pris rhataf.

- Sicrhewch nad yw'r nwyddau/gwasanethau yn “gor-beiriannu” i'ch gofynion.
- Cylch bywyd digwylidig.
- Gwasanaeth a gwarantau,
- Cost nwyddau traul.
- Effaith amgylcheddol.
- Costau oes gyfan (gan gynnwys costau gweithredu a chostau sy'n gysylltiedig â gwaredu neu werth gweddilliol) dros y cyfnod o ddefnydd.

Best value for money, not the lowest price.

- Ensure that the product/service is not “over-engineered” to your requirements.
- Expected life cycle.
- Aftersales service and warranties.
- Cost of consumables.
- Environmental impact.
- Whole life costs (including operating costs and costs associated with disposal or residual value) over the period of use.

Caniatâd arbennig Dispensation

- Rhaid i unrhyw aelod o staff sy'n dymuno cael ei eithrio o'r Trefniadau Caffael lenwi'r ffurflen cyfiawnhau gweithredu tender sengl a dderbyn caniatad gan naill ai y Cyfarwyddwr Caffael neu'r Cyfarwyddwr Cyllid.
- Staff wishing to obtain a waiver from the Procurement Procedures must complete a single tender justification form and obtain approval from either the Director of Procurement or the Director of Finance.

<https://www.bangor.ac.uk/finance/pu/pu005.php.en>

Onestrwydd ac Ymddygiad Personol

Integrity and Personal Conduct

- Rhaid i brynwyr gweithredu mewn modd diduedd a pheidio dangos ffafriaeth i unrhyw gyflenwr.
- Polisiau perthnasol:
 - Polisi derbyn Lletygarwch Corfforaethol
 - Polisi yn erbyn Llwgwrwbrwyo
 - Polisi Gwrthdaro Budd
- Ni dylid staff derbyn rhoddion, gwobrwyon neu letygarwch gan unrhyw sefydliad neu unigolyn y maent wedi dod i gysylltiad â nhw yn ystod eu gwaith.
- Buyers must act in an impartial manner and not show favour to any supplier.
- Relevant policies:
 - Policy for the acceptance of Corporate Hospitality
 - Anti-Bribery Policy
 - Policy on Conflict of Interest.
- Staff should not accept gifts, rewards or hospitality from any organisation or individual with whom they have contact in the course of their work.



Deddfwriaeth Cyfryngwyr

Intermediaries Legislation



Deddfwriaeth Cynfryngwyr / Intermediaries Legislation

- Yn ymwneud â chyflogi Contractwyr Cwmni Gwasanaeth Personol.
- Yn gyffredinol, yn ymwneud â gwasanaethau proffesiynol, naill ai'n uniongyrchol neu drwy asiantaeth.
- Mae'r gwasanaethau proffesiynol yn cael eu darparu gan y contractwr sydd hefyd yn berchennog y busnes.
- Relates to the engagement of Personal Service Company Contractors.
- Generally relates to professional services, either directly or through an agency.
- The professional services are delivered by the contractor who is also an owner of the business.

Deddfwriaeth Cynfryngwyr / Intermediaries Legislation

- Mae'r deddfwriaeth newydd yn anelu at sicrhau bod unigolion sydd yn gweithio drwy cyflenwyr sy'n gweithio trwy eu cwmni eu hunain yn talu trethi cyflogaeth mewn ffordd debyg i weithwyr lle y buasent yn cael eu cyflogi gan y sefydliad yn y sector cyhoeddus oni bai am y PSC neu cyfryngwr arall y maent yn gweithio drwy.

O 6 Ebrill 2017 lle bo'r Brifysgol yn ymgysylltu contractwr drwy PSC, bydd y Brifysgol yn gyfrifol am asesu a yw'r rheolau oddi ar y gyflogres yn berthnasol. Os byddant, bydd y Brifysgol yn atebol ac yn gyfrifol am weithredu cyflogres a thalu trethi cywir i CThEM.
- The new legislation aims to ensure that individuals, who work through their own company, pay employment taxes in a similar way to employees, where they would be employed by the public sector organisation were it not for the PSC or other intermediary that they work through.
- From 6 April 2017 where the University engages a contractor through a PSC, the University will be responsible for assessing whether the off-payroll rules apply. If they do, the University will be liable and responsible for operating payroll and paying the correct taxes to HMRC.

Deddfwriaeth Cynfryngwyr / Intermediaries Legislation

- Mae hyn yn golygu y bydd yn rhaid i'r cyflenwr gytuno i gael ei dalu drwy ein system gyflogres gyda'r taliad yn rhwym i'w atal ar gyfer TWE, Cyfraniadau Yswiriant Gwladol (yn cynnwys cyflogwr) a'r ardoll prentisiaeth.
- This means the supplier will have to agree to be paid through our payroll system with the payment being subject to the withholding for PAYE, National Insurance Contributions (including employer) and an apprenticeship levy.

Deddfwriaeth Cynfryngwyr / Intermediaries Legislation

- **Goblygiadau Caffael:**
 - fath o fusnes?
 - Cynydd yn cyfanswm cost?
 - Dull talu wahanol
 - gwefan Cyllid a Thollau EM
 - ffurflen cyflenwr newydd
- **Procurement implications:**
 - type of business?
 - increased overall cost?
 - Different method of payment.
 - HMRC website
 - New supplier form

Dogfennau Atodol / Supporting Documents

- Llawlyfr Caffael
 - Arweinlyfr Cyflenwyr
 - Canllawiau ar ddefnyddio cytundebau fframwaith
 - Llawlyfr Cerdyn Prynu
 - Procurement Manual
 - Supplier Guide
 - Guidance on the use of framework agreements
 - Procurement card use.
- <https://www.bangor.ac.uk/finance/pu/default.php.cy>
- <https://www.bangor.ac.uk/finance/pu/default.php.en>

Pwy ydym ni? / Who are we?



- Nicola Day, Cyfarwyddwr Caffael / Director of Procurement
- Llyr Williams, Swyddog Caffael / Procurement Officer
- Chris Benson, Swyddog Yswiriant a Swyddog Pwrcasu Cynorthwyol/
Insurance Officer and Assistant Purchasing Officer



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Cwestiynnau? / Questions?