

Supplier Set Up Process

Task	Average Lead Time
Pro Forma received	Negligible
Confirm if home is CQC registered	3 - 10 days
Send and receive reference from other local authority	10 days
Send and receive request for information from provider	2 - 3 days
Verify information, draft contract, and send to manager for approval	3 - 10 days
Issue and receive signed contract/variation	1 - 2 days
Issue executed contract to provider (Placement can now be made)	2 - 3 days
Set up new supplier account on BWO!	1 - 2 days
Create new supplier in Mosaic and link to BWO!	1 - 2 days
Create new supplier in Abacus and link to BWO!	
Purchase Service Request can be completed	