



REMOTE PROCUREMENT
SUPPORT

CAWTON Procurement Remote Procurement Support

Tel: 07958013770

Email: info@cawtonprocurement.com

Web: www.cawtonprocurement.com

69 Grange Crescent
Lincoln
Lincolnshire LN6 8BY

Independent Procurement & External Supplier Spend Management

Many organisations operate without dedicated procurement expertise. As a result, suppliers are rarely challenged, contracts renew automatically, and purchasing decisions become reactive.

Over time this quietly erodes margin. Even modest supplier price improvements of 5-10% can significantly improve margin, particularly for businesses with high external spend.

CAWTON Procurement provides flexible remote procurement support to review supplier spend, strengthen purchasing control and deliver measurable commercial improvements without the cost of hiring permanent staff. Support typically focuses on improving control and commercial performance across a company's external supplier spend.

What businesses typically gain:

- Reduced supplier pricing and total spend.
- Stronger supplier accountability and performance.
- Clear purchasing processes and approval control.
- Immediate commercial support during workload peaks or staff gaps.
- Independent supplier negotiation support and commercial challenge where required.
- Design and improvement of purchasing processes and controls.

When companies usually engage support:

- Rapid growth or increased order volume.
- Procurement backlog or lack of internal capacity.
- Upcoming contract renewals.
- Margin pressure or cost-saving targets.
- Interim cover for procurement personnel.

Engagement options:

Retainer support | Project-based assignments | Interim procurement cover

Detailed scope of services is provided on the following pages.



REMOTE PROCUREMENT
SUPPORT

CAWTON Procurement Remote Procurement Support

Tel: 07958013770

Email: info@cawtonprocurement.com

Web: www.cawtonprocurement.com

69 Grange Crescent

Lincoln

Lincolnshire LN6 8BY

CORE OFFERING: Procurement & External Supplier Spend Management Services

Strategic Sourcing & Supplier Negotiation:

- Supplier market research and sourcing
- Competitive tender support and RFQ strategy
- Supplier negotiation support and preparation
- Cost structure analysis and negotiation leverage identification
- Alternative supplier identification and benchmarking
- Support during contract renewal negotiations

Supplier & Purchasing Management:

- RFQ creation and supplier comparison analysis
- Quote benchmarking and cost analysis
- Supplier onboarding coordination
- Purchase order management & tracking
- Supplier performance monitoring
- Issue escalation and resolution coordination

Commercial Control & Spend Management:

- Spend tracking dashboards
- Cost savings identification
- Supplier consolidation analysis
- Budget vs actual spend monitoring
- Commercial reporting for directors



REMOTE PROCUREMENT
SUPPORT

CAWTON Procurement Remote Procurement Support

Tel: 07958013770

Email: info@cawtonprocurement.com

Web: www.cawtonprocurement.com

69 Grange Crescent
Lincoln
Lincolnshire LN6 8BY

Supplier & Contract Lifecycle Management:

- Contract renewal monitoring and preparation
- Supplier performance review coordination
- Service level expectation monitoring
- Escalation management with key suppliers
- Supplier documentation and contract record organisation
- Supplier exit or transition support if required

Process & Purchasing Control:

- Purchasing workflow documentation
- Approval flow design
- Risk identification in buying processes
- Contract administration support (non-legal)
- Power BI (Business Intelligence) interactive KPI dashboard*



REMOTE PROCUREMENT
SUPPORT

CAWTON Procurement Remote Procurement Support

Tel: 07958013770

Email: info@cawtonprocurement.com

Web: www.cawtonprocurement.com

69 Grange Crescent

Lincoln

Lincolnshire LN6 8BY

Independent Operational Support for Self-Employed Professionals & Small Businesses

Many small businesses and self-employed professionals find themselves spending evenings and weekends managing emails, paperwork, quotes, and supplier coordination rather than focusing on their actual work.

CAWTON Procurement provides structured operational support to help organise these tasks and keep projects, communications, and purchasing activities running smoothly.

Busy engineers and small businesses often experience a backlog of emails and limited time to effectively manage communications, resulting in missed jobs, delayed customer responses and lost revenue opportunities.

Typical areas of support include:

- Managing busy email inboxes and organising communications.
- Tracking quotes, supplier orders, and project documentation.
- Creating simple systems to monitor jobs, suppliers, and costs.
- Organising digital files and business documentation.
- Maintaining operational spreadsheets and tracking tools.
- Supporting day-to-day administrative workflows.

The aim is simple: **reduce administrative overload so business owners can focus on delivering work and growing their business.**

Engagement options:

Retainer support | Project-based assignments | Interim administrative support |

Detailed scope of services is provided on the following page.



REMOTE PROCUREMENT
SUPPORT

CAWTON Procurement Remote Procurement Support

Tel: 07958013770

Email: info@cawtonprocurement.com

Web: www.cawtonprocurement.com

69 Grange Crescent
Lincoln
Lincolnshire LN6 8BY

Services: Operational Support for Engineers & Small Businesses

Job & Quote Tracking System

- Creating a central job tracker spreadsheet
- Tracking incoming quote requests
- Monitoring quote status (sent / pending / won / lost)
- Tracking job start dates and key deadlines
- Maintaining client and project records
- Follow-up reminders for quotes and approvals

Mailbox & Communication Management

- Inbox organisation and filtering rules
- Prioritisation of client and supplier communications
- Flagging urgent enquiries and actions
- Organisation of project-related emails
- Calendar coordination and appointment tracking



REMOTE PROCUREMENT
SUPPORT

CAWTON Procurement Remote Procurement Support

Tel: 07958013770

Email: info@cawtonprocurement.com

Web: www.cawtonprocurement.com

69 Grange Crescent
Lincoln
Lincolnshire LN6 8BY

Explicit Exclusions

CAWTON Procurement does NOT:

- Provide legal advice or legal documentation
- Draft legally binding contract clauses
- Provide regulated public procurement compliance
- Replace internal governance approval
- Provide accounting or tax services
- Replace internal financial control or approvals
- Act as an authorised purchasing agent unless explicitly agreed

Commercial Structure

Engagements are tailored depending on scope, urgency, level of supplier spend involved and operational structure required. Fees are agreed following an initial discussion to ensure the engagement aligns with expected savings and business value.

Typical options include:

Retained Support

Ongoing commercial oversight and supplier management for businesses without internal procurement resource.

Project Based Work

Targeted cost reduction, contract review or process improvement assignments.

Interim Cover

Short-term operational procurement or administrative support during staffing gaps or workload peaks.

*The "Client" references in the Master Services Agreement shall require their own Power BI Pro license to view/interact with the KPI dashboard created by the "Consultant". The "Clients" license will be maintained by the "Client".