



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.



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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

Supplier & Contract Lifecycle Management:

- Contract renewal monitoring and preparation
- Supplier performance review coordination
- Service level expectation monitoring
- Escalation management with key suppliers



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- 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*



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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 and operational support during staffing gaps or workload peaks.

*The "Client" referenced 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".