



Contract Approval Process

The Contract Approval Process ensures that contracts entered into by Post Office Limited, Post Office Insurance or Payzone Bill Payments Limited have been through the necessary due diligence and the risks to the business have been considered. It also ensures that only colleagues with the appropriate level of authority delegated to them by the respective Board are agreeing to enter into contracts that will ultimately bind the business.

The process must be completed prior to signing an agreement with an internal or external company (save for certain limited exceptions: see below). Once completed, a contract may be signed in line with the Contract Execution Policy.

The Contract Approval Process is completed by completing a Contract Approval Form (CAF), approved by the necessary approvers. For Post Office Limited and Post Office Insurance, the form is via the CAF Submission App and for Payzone Bill Payments Limited, a paper form must be completed.

The below offers an overview of the Contract Approval Process.



Time Savers

Plan ahead & engage your approvers

Certain agreements need a higher level of review, particularly those requiring Board or Shareholder approval. This can cause delays in the approval and execution process and so building this into your project plan is vital.

Prior to completing your CAF, make sure you know who your approvers are and contact them to ensure they are on board. The CAF approval request should not be the first time they have heard about the proposed contract. There is a risk that an approver will reject the CAF if they are unaware of it.

Consider using the P-Suite of Post Office contracts & consider whether there is a Framework Agreement applicable to the work you are proposing.

P-Suite Contracts are the business' standard terms and conditions that can be used when contracting with an external company. You still need to complete the Contract Approval Process, but you do not need to seek legal review. These contracts may be found on Legal's Intranet pages.

As a business we have a number of framework agreements in place with various external companies. It may be that we already have an agreement with the company you are seeking to work with. If this is the case, you are still required to complete the Contract Approval Process but you do not need sign off from the Legal department. Contact the Procurement Team if you think this might be applicable to your proposed work.

Take early advice from CoSec

The advice on these pages and guidance on the CAF Submission app should be consulted in the first instance. If you are still unsure, the Company Secretariat are available at drop in sessions twice a week or by email on [caf](#) **GRO** to answer any questions you have about the process.

Exceptions to the Contract Approval Process

The following do not require approval via the Contract Approval process:

Non-disclosure agreements where the Post Office standard template is used and any amendments made are within the house position	No approval is required, <u>provided</u> the standard terms are not amended outside the house position. These should preferably executed via e-signature via DocuSign on Web3. If wet signature is required, a scan must be added to Web3
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	and the hard copy should be provided to CoSec for filing.
Amendments or variations to existing contracts which do not change the cost to Post Office, Post Office's liabilities, the parties' obligations or the contract term (i.e. purely operational changes).	No formal approval is required, however Contract Managers are <u>expected</u> to ensure relevant stakeholders, including the Contract Owner, are aware of changes affecting them. These should preferably executed via e-signature via DocuSign on Web3. If wet signature is required, a scan must be added to Web3 and the hard copy should be provided to CoSec for filing.
Post Office Limited Employment & Network Contracts	These are governed by HR/People and Network governance processes and must be signed in line with the authorised signatory list approved by the Board.
Post Office Limited Property Contracts	These are governed by Legal governance processes and are signed in line with the authorised signatory and Company Seal Authentication list approved by the Board.

The CoSec have also agreed exceptions applicable to Post Office Limited IT contracts only (see quick links).

Contact: [caf@postoffice.co.uk](#) **GRO**

CAF Drop In Sessions are currently suspended.

To help us manage our enquiries, please consult the guidance on this page and within the CAF Submission App, prior to contacting us separately with

queries. Please contact the email address above for advice if this page does not answer your question.



Contract Management Framework Page

Link to Legal's Contract Management Framework page.



CAF Submission App

Use this app to submit a contract approval form and monitor progress o...



Payzone Contract Approval Process...

Specific guidance for Payzone on completing the Contract Approval...



Post Office Group Spend Approval...

A list of colleagues with authority from the Board to approve certain levels of...



Group Contract Execution Policy

In-depth policy on accepted methods of contract execution.



Group Contract Execution Policy Quick...

One page guide to contract execution.



Contract Approval Process FAQs

Use this document to check answers to FAQs on the Contract Approval Process.



CAF App Submitter User Guide

Guidance on how to use the CAF Submission App.



CAF App Approver User Guide

Guidance on how to use the CAF Approval App.



Legal & Procurement Approver Checklist



CAF Submission App Liabilities Guidance

Guidance on how to complete the liabilities screen on the CAF Submissio...



Exceptions for IT Contracts Only...

Guidance on which Post Office Limited IT Contracts require a CAF.



Post Office Limited OPEX Contracts...

Use this guidance when you have a contract (OPEX spend) over £5m...



Contract Approval Process Training...

Training presentation delivered in April 2021 on the Contract Approval Process...



Contract Approval Process Training...

Link to a recording of the April 2021
Contract Approval Process Training.