

RM1557.15 (G-Cloud) - Service Definition Document



**Stephen Matthews &
Associates Limited**

Service Name:	Cloud O365 SharePoint Source to Contract Management (S2C) & Purchase to Pay (P2P) Support Services
Service Description:	We provide toolkits and resources to help commercial teams implement standardised or configurable workflow solutions. These solutions integrate with your organisation's policies, guidance, forms, and templates—delivered within a unified system environment. Our reporting solutions support the adoption of consistent commercial reporting frameworks, linked to your existing data operations, datasets, and documentation environments. They are designed to align with government commercial standards and improve visibility across the function. Our products and services cover the full lifecycle of commercial operations, including: • Functional Planning and Reporting • Category Management and Reporting • Pre-Sourcing, Sourcing, and Contract Award • Contract Mobilisation and Management • Purchase-to-Pay (P2P) Processes • Compliance and Assurance Reporting
On-boarding support:	Available
Off-boarding support:	Available
Configuration:	Available
Service Availability:	9 to 5 workdays
Business Continuity:	On Request
System and Tools:	O365 based SharePoint and PowerBI
Implementation plan:	On Request
Training:	Available
Free Trial:	2-hour virtual workshop