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FAQs Document

NHS Leeds Clinical Commissioning Group

Date: 02/02/2022

Question no.	Question	Answer
1	What criteria will Leeds CCG use to allocate new contracts?	The CCG's contract allocation criteria will remain unchanged from their existing arrangement with yourselves as Providers. At this time, SProc.net is being used to facilitate contract management, payment and tendering functions.
2	When will my payments be made once I invoice for services rendered?	Payments are made 14 days after the self-bill has been generated, provided you complete your service receipting process by Tuesday midnight. For example, if you raise your receipts on a Tuesday, the Self-Bill will be generated that same Friday and you will be paid 14 days after that – so 2 weeks after the Self-Bill is generated.
3	Will I still need to onboard to the "Jagger" portal that Leeds CCG has been using up until this point?	Yes, Leeds CCG is still using Jagger to manage their compliance criteria, so you will need to be fully registered there should you wish to tender for additional contracts through the SProc.net portal. Should you need further assistance in this matter, please get in touch with the CCG via leedsccg.cct@nhs.net and they will be able to direct you from there.
4	Will I need to receipt every week now?	If you would like to, you can receipt each week, but you could do every other week or even every month, whatever is most convenient. Whenever you receipt, your payments will be made 14 days after the Self-Bill is generated on the system.
5	What happens if I make a mistake while uploading my documents on the Sproc.net portal?	Our review teams will temporarily "fail" the enrolment and will attach comments to your application to let you know exactly what you need to do to get your documentation in order. Once you have everything in the correct format, we will pass your application onto the CCG for their final review.