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Award

Invoice Automation Tool

CARDIFF UNIVERSITY

UK6: Contract award notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-054576

Procurement identifier (OCID): ocids-h6vhtk-052ae0 ([view related notices](#))

Published 8 September 2025, 11:24am

Scope

Reference

CU.1982.TH

Description

Cardiff University is looking to tender for an Accounts Payable Automation solution to enable

a more efficient, cost effective and secure accounts payable process.

The university currently processes approximately 130,000 invoices per annum. The invoices

are manually entered into Oracle EBS and saved locally.

We are looking for a SaaS based AP Automation solution to be implemented in the autumn of

2025, which is capable of processing invoices received via email, capturing and storing

invoice data and images, and integrating to Oracle EBS AP Invoice Workbench.

Contract 1. Invoice Automation Tool

Supplier

- DOCUMATION SOFTWARE LIMITED

Contract value

- £504,912 including VAT

Above the relevant threshold

Award decision date

8 September 2025

Date assessment summaries were sent to tenderers

8 September 2025

Standstill period

- End: 17 September 2025
- 8 working days

Earliest date the contract will be signed

18 September 2025

Contract dates (estimated)

- 18 September 2025 to 17 September 2028
- Possible extension to 17 September 2030
- 5 years

Description of possible extension:

Optional extensions

Main procurement category

Goods

CPV classifications

- 48000000 - Software package and information systems

Contract locations

- UKL22 - Cardiff and Vale of Glamorgan
-

Information about tenders

- 5 tenders received
 - 5 tenders assessed in the final stage:
 - 4 submitted by small and medium-sized enterprises (SME)
 - 0 submitted by voluntary, community and social enterprises (VCSE)
 - 1 supplier awarded contracts
 - 4 suppliers unsuccessful (details included for contracts over £5 million)
-

Submission

Submission type

Tenders

Procedure

Procedure type

Competitive flexible procedure

Supplier

DOCUMATION SOFTWARE LIMITED

- Companies House: 02528958
- Public Procurement Organisation Number: PBHH-3414-LLDL

White Building

Southampton

SO15 2NP

United Kingdom

Email: listeningteam@documation.co.uk

Website: <http://www.documation.co.uk>

Region: UKJ32 - Southampton

Small or medium-sized enterprise (SME): Yes

Voluntary, community or social enterprise (VCSE): No

Supported employment provider: No

Public service mutual: No

Contract 1. Invoice Automation Tool

Contracting authority

CARDIFF UNIVERSITY

- Companies House: RC000089

- Public Procurement Organisation Number: PHVT-4343-HWYR

Park Place

Cardiff

CF10 3AT

United Kingdom

Email: procurement@cardiff.ac.uk

Website: <http://www.cardiff.ac.uk>

Region: UKL22 - Cardiff and Vale of Glamorgan

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales