



OPEN is free and user-friendly, and a great way for schools to buy goods and services from suppliers – don't miss out on your chance to see the marketplace in Leeds.

OPEN – the Marketplace for Schools

We have some exciting news to share with you, how would you like more admin time in your school? We are working with your Local Authority on a national programme which is designed to free up administrative time and help to save money.

OPEN – is a marketplace which has been designed for schools to access local and national suppliers electronically. The good news is that it is **free** and it links with SIMS FMS so financial controls remain unchanged.

Invitation - We are currently implementing across Leeds with the support of Education Leeds, Commissioning, Procurement & Business Development team and are pleased to invite you to come along and learn more about this new initiative. The session will be aimed at new users and will cover:

- a **demonstration** of the system
- **step by step instructions** of how to use OPEN to its full potential
- **Full Training** on how **easily** OPEN integrates with **SIMS FMS**

The training session will be held at Leeds University's **Bodington Hall** on **Friday 5th February**. Please aim to arrive by 9am for a **9:15am start**. Refreshments will be available from 8:45am. The session is expected to last for 2 and a half hours.

For further information about the venue please follow this link: [Bodington Hall](#)

Please contact Gemma Palmer (gemma.palmer@dcsf.gsi.gov.uk or 07917 397739) by **Friday 29th January to reserve your place.** If you require additional places for other members of staff please include their name and e-mail address when you reserve your place.

If you have not yet registered your schools interest in OPEN you are still welcome to attend this training and we will arrange for a member of the EPC team to register your school.

Further information about OPEN can also be found on the **Education Leeds** Commissioning, Procurement & Business Development Team website: http://www.leedsadviceforschools.com/procurement/OPEN/OPEN_Home.htm

Kind Regards,
Gemma