Evidence fields captured at each workflow step

Buy on merit. Not relationships.

This sample shows the evidence VEYRA records as a procurement event moves from requirement to award. Each section carries a short caption explaining why the step is recorded, the control applied, and the field list captured against it. All values are clearly labelled demonstration data: no real suppliers, prices, organisations or events are shown. Identity-protected quoting reduces exposure to relationship bias and supports defensible decisions; it does not remove buyer judgement.

STEP 01

Requirement or BOM upload

Establishes the single structured requirement every supplier will quote against, so responses are comparable by definition rather than reconstructed afterwards.

Control applied: Structured requirement record created and version-stamped.

Field	Captured value or content
Event reference	VEY-DEMO-1042
Requirement title	Conveyor maintenance kit
Structured lines	3 line items, quantities and units captured
Version	v1.0, version-stamped on creation
Created by	Demo buyer user, role Category Manager
Created at	Timestamp recorded in UTC and local time
Source document	BOM upload, file name and checksum retained

STEP 02

Master agreement rules applied

Records which contract controls were in force at release, so the basis of the event is fixed before any price is seen.

Control applied: Supplier rules and category permissions enforced before release.

Field	Captured value or content
Master agreement	Demo master agreement, effective dates recorded
Approved brands and specifications	Applied to each line item
Pricing format	AUD ex GST, per unit, delivered to nominated site
Delivery terms	Nominated site, staged delivery permitted
Evaluation basis	Price 50 · Risk 20 · Award rating 15 · KPI 15
Category permissions	Categories the requirement is permitted in
Rule set version	Version identifier of the applied rule set

STEP 03

Release to prequalified suppliers

Shows who was invited and why they were eligible, so participation can be tested against policy after the event.

Control applied: Compliance status, expiry alerts and suspension triggers checked at release.

Field	Captured value or content
Released at	Timestamp and releasing user
Invited suppliers	9 suppliers, masked identifiers SUP-A to SUP-J
Composition	3 Tier 1 · 3 small business · 3 Indigenous business
Eligibility check	Category permission confirmed per supplier
Insurance currency	Policy type and expiry date at release
Licence currency	Licence numbers and expiry dates at release
Suspension triggers	Checked; none active in this demonstration

STEP 04

Suppliers quote like-for-like

Captures each response against identical line items and conditions while supplier identity remains hidden during the authorised blind stage.

Control applied: Identity-protected submission mode with consistent commercial terms.

Field	Captured value or content
Masked identifier	SUP-A through SUP-J, unique per event
Submitted at	Timestamp per submission
Line pricing	Unit price and extended price per line, AUD ex GST
Total ex GST	Submission total on the common basis
Lead time	Stated working days to delivery
Conformance	Conforming, or variation noted with detail
Identity state	Hidden — authorised blind stage active

STEP 05

Evidence captured per quote

Attaches the supporting evidence to each response so the assessment rests on documents rather than assertions.

Control applied: Evidence linked to the supplier record and the event for audit.

Field	Captured value or content
Insurance certificates	Document reference and expiry date
Licences and registrations	Reference, issuing body and expiry
Compliance history	Prior expiries, suspensions and resolutions

Field	Captured value or content
Declared variations	Substitutions, exclusions and freight terms
Attachment integrity	File name, size and checksum retained
Evidence linkage	Bound to both supplier record and event

STEP 06

Evaluate on merit

Documents how compliant responses were compared on the pre-set basis, including how non-conforming responses were treated.

Control applied: Weighted evaluation matrix recorded with rationale and approver.

Field	Captured value or content
Responses assessed	9 received, 7 conforming, 2 with declared variations
Weighting applied	Fixed before release; changes are versioned
Price outcome	Lowest conforming price and code recorded
Price spread	Percentage between lowest and highest response
Risk and award rating	Score per supplier with supporting note
KPI progress	Progress against target KPIs at evaluation date
Non-conformance treatment	Flagged for review, not silently discarded
Evaluator	User, role and delegation limit

STEP 07

Award with audit record

Closes the event with the recorded decision, the delegated approval and any authorised identity reveal, retained as append-only evidence.

Control applied: Append-only audit trail retained against the event.

Field	Captured value or content
Award reason	Free-text rationale recorded before reveal
Approver	Reviewer name, delegated role and decision
Sign-off reference	Reference issued at sign-off, with timestamp
Authorised reveal	User, timestamp and reason for the reveal
Evidence state	Locked on sign-off; inputs no longer editable
Retention	Append-only entries, attributed and timestamped
Delivery cycle	Monthly, quarterly, half-yearly or annual export

Demonstration document — pilot mode. Not a statement of statutory compliance, guaranteed savings or completed adoption. Retention periods, delivery cycles and export formats are configured per agreement.