Accessibility Statement

Purchase-to-Pay

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1 Using this website

This website is run by Proactis Limited. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- navigate most of the website using just a keyboard;
- change colours, contrast levels and fonts;
- navigate most of the website using speech recognition software;
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver).

We've also made the website text as simple as possible to understand.

AbilityNet has advice on making your device easier to use if you have a disability.

2 This website's accessibility

We know many parts of this website aren't fully accessible:

- header navigation across all pages;
- some keyboard navigation and shortcuts and not available for use;
- contrast of various labels is insufficient;
- zoom in up to 175% without the text spilling off the screen;
- some form controls do not have corresponding labels and legend;
- does not show you what the keyboard focus is on when it's on the menu builder;
- layout tables in use on pages such as Document Search page, these are used to provide spacing / padding but can cause issues with screen readers;
- the text won't reflow in a single column when you zoom in to 250%.

2.1 What to do if you can't access parts of this website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:

- email **ProductManagement@proactis.com**
- call +44 (0)1937 545 070

We'll consider your request and get back to you in 15 business days.

2.2 Reporting accessibility issues with this website

We're always looking to improve the accessibility of this website. If you find any problems that aren't listed on this page or think we're not meeting the requirements of the accessibility regulations, contact us on:

- email **ProductManagement@proactis.com**
- call +44 (0)1937 545 070

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2.3   Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the accessibility regulations. If you're not happy with how we respond to your complaint, please contact the **Equality Advisory and Support Service (EASS)**.

2.4   Contacting us

To contact us please email **ProductManagement@proactis.com** or call us on +44 (0)1937 545 070.

Alternatively, for buying organisation or supplier queries please log a ticket **here**.

3   Technical information about this website's accessibility

Proactis Limited. is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

4   Compliance status

The Purchase-to-Pay (P2P) website is non-compliant with the **Web Content Accessibility Guidelines version 2.1** AA standard, due to the non-compliances with non-accessible content.

We plan to fix these existing items in accordance with our general product roadmap, which is expected to conclude by Q2 2022. When we publish new content, we will make sure it meets the accessibility standards.

However, the latest System Control administration modules are fully compliant with the **Web Content Accessibility Guidelines version 2.1** AA standard.

4.1   Issues with PDFs and other documents

Many of our PDF documents don't meet accessibility standards - for example, they may not be marked up so they're accessible to a screen reader.

Some of our PDF documents are essential to providing our services. For example, we have PDF documents with information on how users can access our services.

The accessibility regulations **don't require us to fix PDFs or other documents published before 23 September 2018** if they're not essential to providing our services.

Any new PDFs or Word documents we publish will meet accessibility standards.

4.2 Issues with images, video and audio

We plan to add alt text to images when tackling themed areas of the product in accordance with our general product roadmap, this work is expected to conclude by Q2 2022.

5 How we tested this website

This website was tested using WAVE and it was last tested on 25 July 2020. The test was carried out by Proactis Group Limited using the Chrome plugin called WAVE
https://wave.webaim.org/help

During the test we carried out on the 28th of September we tested the common & heavy usage areas (Orders, Invoicing, Requisitions, Expenses), excluding Stores, Fixed Asset Gateway, Journals, Internal Trading and Reporting.

6 What we are doing to improve accessibility

We are planning to continuously test all pages of our portal in order to identify any accessibility issues. We are planning to resolve any known issues as an ongoing project as and when such issues are known.

No changes to Purchase-to-Pay have been made since the last review.

This statement will be reviewed on a six-monthly basis.

This statement was prepared on 30 September 2020. It was last updated on 1 March 2021.

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