

### Quick-Start Guide – Agency assessment (Approver)

- You can access the PCI - Agency Self-Assessment for approval in two ways:
  - Logging into the system separately and clicking on the Review button from the home page (see steps 2 to 4).
  - Clicking on the link within an email notification to go straight to the assessment (see step 5).
- Log in** here <https://selfassess.govt.nz/login.aspx> – The first time you log in you will be automatically directed to change your password.
- Use the **Getting started** links on the home page to familiarise yourself with the Procurement Capability Index Framework.
- To review the assessment, simply click on the Review button.
 
- You may receive an email notification that the assessment has been submitted for your review. Simply click on the link within the email and enter your login details to will open the detailed results (which includes the capability level ratings and the commentary entered by your Procurement Lead).
- The summary results report will open for you showing a tabulated view of the results. You can link to the detailed report to review the commentary entered by your Procurement Lead and view the Feedback section at the end of the report.

Procurement Capability Index

PCI Test Agency

Agency PCI Self-Assessment 2018

IN CONFIDENCE

PCI - Capability descriptions

[Jump to end](#)  
[View detailed report](#)

Element	Current	12 month target	Aspirational target
<b>1. Strategy and outcomes</b>	1.38	1.88	2.50
1.1 Our agency has a strategic plan that identifies our outcomes and how we will work with the markets, sectors, suppliers and providers to achieve them	0.75	1.25	2.00
1.2 Our agency completes an annual business plan(s) which identifies how we use markets, sectors, suppliers and providers to achieve the outcomes from our strategic plan	2.00	2.50	3.00
<b>2. Commercial and social outcomes</b>	1.80	2.60	3.00
2.1 Our agency completes and publishes annual procurement plans which detail our procurement activities for the year	1.50	3.00	3.25
2.2 Our agency works to deliver government policy and legislative initiatives through its procurement activities	2.25	3.00	3.25

- When you are ready to process the assessment, scroll to the end of the report (or click [Jump to end](#)) for your action buttons: **Approve** and **Reject**.
 
- If you require changes to the assessment, you can click **Reject** to send it back to the Procurement Lead for updating. The reject action requires you to enter a status comment and will change the status back to 'Partially complete' and automatically send an email to the Procurement Lead.
- If you are happy with the assessment, tick the declaration and click **Approve**. This will complete the assessment, changing the status from 'Submitted to approver' to 'Submitted to NZGPP'. An email will automatically be sent to New Zealand Government Procurement advising them of your submission.
- You can view the results of the assessment at any stage; simply click on the **View results** button on your home page.
- At the top right hand corner of the report you have a link to the Capability descriptions and four reporting options:
 
  - Email PDF** - Clicking on the Email icon allows you to send a PDF of your report to other users in your agency.
  - Save to PDF** – Clicking on the PDF icon allows you to save or print your report as a PDF.
  - Export to Excel** – Clicking on the Excel icon allows you to export your results which can then be tailored for your own agency's needs.
  - Print** – Clicking on the Print icon allows you to print your report in a standard web page format.
- At any stage you can click on the **Self-Assess / Home icon** to return to the home page.
 