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E-PROCUREMENT PROCESS IN BUSINESS

Procurement is the business management function that ensures identification, sourcing, access and management of the external resources that an organisation needs or may need to fulfil its strategic objectives.

Procurement exists to explore supply market opportunities and to implement resourcing strategies that deliver the best possible supply outcome to the organisation, its stakeholders and customers.

Procurement applies the science and art of external resource and supply management through a body of knowledge interpreted by competent practitioners and professionals.

Procurement includes activities and events before and after the signing of a contract as well as the general management activities associated with a range of contracts:

• pre-contract activities such as planning, needs identification and analysis, and sourcing,

• post-contract activities such as contract management, supply chain management and disposal,

• general activities such as corporate governance, supplier relationship management, risk management and regulatory compliance.

Benefits:

• security of supply,

• lower costs,

• reduced risk,

• improved quality,

• greater added value,

• increased efficiency,

• innovation.

Generally procurement controlling is the provision of methods (techniques, tools, models etc.) and information in order to support planning, management and control processes in the procurement department.

Strategic procurement controlling is the management and control of the execution and realization of procurement strategies to ensure optimal procurement decisions.

Operational Procurement controlling emphasis the monitoring of demand requirements, the order supervision and the goods receipt inspection. Additional the planning of synergy and cost reduction programs and reports which supports the procurement managers to decide are part of this activity.

E-Procurement is the combined use of information and communications technology through electronic means to enhance external and internal purchasing and supply management processes.

These tools and solutions deliver a range of options that will facilitate improved purchasing and supply management.

So we think to provide e-procurement system we have to follow the answering to the next set of questions.

Internal decision process:

1. Do we even need a new ecatalogue product? Check exitisting tools.

2. Who's going to be on my eCatalogue team? Are the evaluation and purchase processes going to be run primarily by IT or by business - or both? Lead by Business Users together with IT

3. What should our eCatalogue architecture look like? Internal vs External.

4. Should we write a request for proposal (RFP)? Yes, create one document with your requirements and make a prioritization.

5. What are our business requirements, short and long term? Visualize the current business requirements and their evolution.

6. Who will the eCatalogue end users be, and what will they need? Number of users, internal vs external customers, national vs international.

7. What are my data volumes today? What will they be in the near and far future? Examine growth last year, next five and ten years.

8. What's my budget? Hold the budget line.

9. What's our timeframe for implementation? Detailed project plan

10. Do we want to do our own proof of concept - in our environment with our real data? Effort vs Benefits.

11. Is there a pre-existing vendor/technology bias within my organization? Neutrality to new eCatalogue system.

12. What is the technical environment that this eCatalogue software will need to integrate into? Source sytems, databases, hardware etc.

13. How will success be measured? Does the organization expect a certain ROI? Higher Profits, Happier customers, streamlined processes etc.

14. How will eCatalogue users and administrators be trained? All or Train the trainer or eTraining.