



The Global Standard for Procurement and Supply

Version 3.0 – Published 2017

Segment 1.3 Advising Stakeholders on the Role of Procurement and Supply

Level: Operational

Theme: Position & Influence

Knowledge: Will know and understand	Capabilities: Will be able to
<p>The inputs that internal and external stakeholders can make in procurement and supply</p>	<p>Research, assess and prioritise stakeholders' requirements to ensure value for money outcome and risk assured solutions are achieved</p>
<p>The conflicts of interest that can exist in the work of procurement and supply and how to deal with them</p>	<p>Deal effectively with conflict that may arise with stakeholders to ensure the objectives of procurement and supply are prioritised</p>
<p>The use of documented policies and procedures for the work of procurement and supply, including:</p> <ul style="list-style-type: none"> • The responsibilities for procurement • Regulations relating to competition • Levels of delegated authority • Responsibilities for the stages of the sourcing process • Invoice clearance and payment 	<p>Advise stakeholders on the interpretation of procedures for procurement and supply</p>
<p>Procedures for the separation and segregation of duties</p>	<p>Advise internal stakeholders of the procedures that apply to the separation and segregation of duties in performing roles in procurement to prevent fraud and error</p>

Knowledge: Will know and understand	Capabilities: Will be able to
<p>The use of codes of ethics in procurement and supply</p>	<p>Monitor the work of internal stakeholders to ensure that the codes of ethics in procurement and supply are upheld</p>
<p>Comparisons of centralised, devolved and hybrid structures for carrying out procurement and supply activities</p>	<p>Explain to colleagues and other internal stakeholders the different structures that can be adopted for procurement and supply activities while recognising their strengths and weaknesses</p>
<p>The use and purposes of financial budgets that impact on procurement and supply</p>	<p>Advise internal stakeholders on procurement and supply issues that impact on the creation and management of financial budgets</p>

Related CIPS Knowledge Links

[Centralised / Decentralised Procurement - http://www.cips.org/Knowledge/Procurement-topics-and-skills/Strategy-policy/Models-SC-sourcing--procurement-costs/CentralisedDecentralised-Procurement/](http://www.cips.org/Knowledge/Procurement-topics-and-skills/Strategy-policy/Models-SC-sourcing--procurement-costs/CentralisedDecentralised-Procurement/)

[Financial Analysis and Reporting for Purchasers - http://www.cips.org/Knowledge/Procurement-topics-and-skills/People-and-skills/Financial-Analysis-and-Reporting-for-Purchasers/](http://www.cips.org/Knowledge/Procurement-topics-and-skills/People-and-skills/Financial-Analysis-and-Reporting-for-Purchasers/)

[Influencing Skills - http://www.cips.org/Knowledge/Procurement-topics-and-skills/People-and-skills/Influencing-Skills/](http://www.cips.org/Knowledge/Procurement-topics-and-skills/People-and-skills/Influencing-Skills/)

[Leadership and Promotion of Purchasing and Supply Management - http://www.cips.org/Knowledge/Procurement-topics-and-skills/People-and-skills/Leadership-and-Promotion-of-Procurement-and-Supply-Management1/](http://www.cips.org/Knowledge/Procurement-topics-and-skills/People-and-skills/Leadership-and-Promotion-of-Procurement-and-Supply-Management1/)

[Models \(SC / Sourcing / Procurement / Costs\) - http://www.cips.org/Knowledge/Procurement-topics-and-skills/Strategy-policy/Models-SC-sourcing--procurement-costs/](http://www.cips.org/Knowledge/Procurement-topics-and-skills/Strategy-policy/Models-SC-sourcing--procurement-costs/)

[Procurement Organisation - http://www.cips.org/Knowledge/Procurement-topics-and-skills/#7280](http://www.cips.org/Knowledge/Procurement-topics-and-skills/#7280)

[Procurement Policy Development - http://www.cips.org/Knowledge/Procurement-topics-and-skills/Strategy-policy/Procurement-policy-development1/](http://www.cips.org/Knowledge/Procurement-topics-and-skills/Strategy-policy/Procurement-policy-development1/)

[Procurement Strategy Development - http://www.cips.org/Knowledge/Procurement-topics-and-skills/Strategy-policy/Procurement-Strategy-Development1/](http://www.cips.org/Knowledge/Procurement-topics-and-skills/Strategy-policy/Procurement-Strategy-Development1/)

[Sustainable and Ethical Procurement - http://www.cips.org/Knowledge/Procurement-topics-and-skills/Sustainability/Sustainable-and-Ethical-Procurement/](http://www.cips.org/Knowledge/Procurement-topics-and-skills/Sustainability/Sustainable-and-Ethical-Procurement/)

[Stakeholders - http://www.cips.org/en-GB/Knowledge/Procurement-topics-and-skills/Procurement-Organisation/Stakeholders/](http://www.cips.org/en-GB/Knowledge/Procurement-topics-and-skills/Procurement-Organisation/Stakeholders/)

[Procurement Team - https://www.cips.org/en-GB/Knowledge/Procurement-topics-and-skills/Procurement-Organisation/Procurement-Team/#tabs-2](https://www.cips.org/en-GB/Knowledge/Procurement-topics-and-skills/Procurement-Organisation/Procurement-Team/#tabs-2)

Segment 1.4 Improving the Role of Procurement and Supply within the Organisation

Level: Operational

Theme: Position & Influence

Knowledge: Will know and understand	Capabilities: Will be able to
<p>The design of typical organisational structures and the position of procurement of supply in the organisational structure</p>	<p>Promote the position and potential influence of procurement and supply in the organisational structure</p>
<p>The main influences that shape organisational behaviour</p>	<p>Identify the different behaviours to internal stakeholders adopted by individuals, groups and organisations and use appropriate approaches to enhance effectiveness</p>
<p>The different behavioural characteristics of individuals that can impact on their management while in the procurement and supply chain function</p>	<p>Recognise the different behavioural characteristics of individuals and how these differences should shape management styles appropriate to different situations</p>
<p>The motivation of individuals involved in the procurement and supply function</p>	<p>Motivate and support colleagues and other internal stakeholders to achieve their commitment to the work undertaken in procurement and supply</p>

Knowledge: Will know and understand	Capabilities: Will be able to
<p>The use of documented policies and procedures for the work of procurement and supply, including:</p> <ul style="list-style-type: none"> • the responsibilities for procurement • regulations relating to competition • levels of delegated authority • responsibilities for the stages of the sourcing process • invoice clearance and payment 	<p>Contribute to the development and use of documented policies and procedures for the procurement and supply function and ensure their application by colleagues and stakeholders</p>

Related CIPS Knowledge Links

[Influencing Skills - http://www.cips.org/Knowledge/Procurement-topics-and-skills/People-and-skills/Influencing-Skills/](http://www.cips.org/Knowledge/Procurement-topics-and-skills/People-and-skills/Influencing-Skills/)

[Procurement Policy Development - http://www.cips.org/Knowledge/Procurement-topics-and-skills/Strategy-policy/Procurement-policy-development1/](http://www.cips.org/Knowledge/Procurement-topics-and-skills/Strategy-policy/Procurement-policy-development1/)

[Stakeholders - http://www.cips.org/Knowledge/Procurement-topics-and-skills/Procurement-Organisation/Stakeholders/](http://www.cips.org/Knowledge/Procurement-topics-and-skills/Procurement-Organisation/Stakeholders/)