



The Global Standard for Procurement and Supply

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Leading global excellence in procurement and supply

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
The use of codes of ethics in procurement and supply	Monitor the work of internal stakeholders to ensure that the codes of ethics in procurement and supply are upheld
Comparisons of centralised, devolved and hybrid structures for carrying out procurement and supply activities	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
The use and purposes of financial budgets that impact on procurement and supply	Advise internal stakeholders on procurement and supply issues that impact on the creation and management of financial budgets

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/)