The Global Standard for Procurement and Supply

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Leading global excellence in procurement and supply
## Segment 3.1 Understanding Systems for Procurement and Supply

**Level:** Tactical  
**Theme:** Technology

<table>
<thead>
<tr>
<th>Knowledge: Will know and understand</th>
<th>Capabilities: Will be able to</th>
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</thead>
<tbody>
<tr>
<td>How to use systems technology and databases for purchase ordering and how this contributes to procurement and supply</td>
<td>Input data on systems to perform key tasks for purchase ordering and other transactions in procurement and supply</td>
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<tr>
<td>Capturing data on expenditures and updating systems</td>
<td>Identify and input data to update systems for controlling the procurement of goods and services and informs colleagues or internal stakeholders when the data is not sufficient</td>
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<tr>
<td>How to provide data to smooth demand and why demand management is important in procurement and supply</td>
<td>Ensure systems are updated with data to help smooth demand following organisational processes and procedures</td>
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<tr>
<td>The use of the internet, intranets and extranets in effective procurement and supply management</td>
<td>Promote the use of the internet, intranet or extranet systems for performing tasks that relate to effective procurement and supply management</td>
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<tr>
<td>Using the internet to locate details about suppliers and customers and how this helps processes in procurement and supply</td>
<td>Investigate information on suppliers or customers using the internet</td>
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</tbody>
</table>
### E-sourcing and E-tendering systems

**Knowledge: Will know and understand**

- Promote contract opportunities
- Pre-qualify suppliers
- Receive and evaluate quotations and tenders

**Capabilities: Will be able to**

- Promote the use of E-sourcing or E-tendering systems to internal stakeholders to perform key tasks in procurement and supply

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**The use of Purchase to Pay (P2P) systems including E-requisitioning, E-catalogues, E-ordering and E-invoicing, and their contribution to processes in procurement and supply**

**Related CIPS Knowledge Links**