## 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>
</tr>
<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>
</tr>
<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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</tr>
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<tbody>
<tr>
<td>E-sourcing and E-tendering systems used in procurement and supply to:</td>
<td>Promote the use of E-sourcing or E-tendering systems to internal stakeholders to perform key tasks in procurement and supply</td>
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<tr>
<td>• Promote contract opportunities</td>
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<td>• Pre-qualify suppliers</td>
<td></td>
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<tr>
<td>• Receive and evaluate quotations and tenders</td>
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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 | Use and explain to internal stakeholders Purchase to Pay (P2P) systems to perform key processes in procurement and supply |

**Related CIPS Knowledge Links**