



# 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
The contribution internal and external stakeholders make to procurement and supply activity	Research, assess and prioritise stakeholders' requirements to ensure value outcomes and risk-assured solutions
The potential conflicts of interest that may exist in the work of procurement and supply, and processes to manage potential conflicts of interest	Manage any conflict of interest that may arise with stakeholders to ensure the objectives of procurement and supply are prioritised
The use of documented <a href="#">policies</a> and procedures for the work of procurement and supply, including: <ul style="list-style-type: none"><li>• Responsibilities for procurement</li><li>• Regulations relating to competition</li><li>• Levels of delegated authority</li><li>• Responsibilities for the stages of the sourcing process</li><li>• Invoice clearance and payment</li></ul>	Advise stakeholders on the interpretation of procedures for procurement and supply
Procedures for the separation and segregation of duties	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

Knowledge: Will know and understand	Capabilities: Will be able to
<p>The use of codes of <a href="#">ethics</a> 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 organisation <a href="#">structures</a> for carrying out procurement and supply activities</p>	<p>Explain to colleagues and other internal stakeholders the organisation structures that can be adopted for procurement and supply activities, while recognising the strengths and weaknesses of each structure</p>
<p>The use and purposes of <a href="#">financial</a> 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>
<p>The impact of procurement and supply operations on the organisation's and suppliers' cash and working capital</p>	<p>Advise appropriate stakeholders on the implications of the organisation's and suppliers' cash and working capital through procurement and supply activities</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/)

[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 Policy Development - http://www.cips.org/Knowledge/Procurement-topics-](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/](#)

[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/](#)

[Procurement Team - 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 organisation</p>	<p>Promote the position and potential influence of procurement and supply in the organisation</p>
<p>The main influences that shape an organisation's behaviour</p>	<p>Identify the influences that shape the organisation by considering the behaviours adopted by individuals, groups and stakeholders</p>
<p>The behavioural characteristics of individuals that impact on their management style with the procurement and supply chain function</p>	<p>Recognise the different behavioural characteristics of individuals and how these differences can shape management style appropriate to different situations</p>
<p>The importance of motivation for 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

The importance of the use of documented policies and procedures for the work of procurement and supply, including:

- the responsibilities for procurement
- regulations relating to competition
- levels of delegated authority
- responsibilities for the stages of the sourcing process
- invoice clearance and payment

The role of centralised, devolved and lead buying structures for procurement and supply functions

## Capabilities: Will be able to

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

Explain to colleagues across the organisation the advantages and disadvantages of centralised, devolved and lead buying structures for procurement and supply

## 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/)