



# 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

<b>Knowledge: Will know and understand</b>	<b>Capabilities: Will be able to</b>
<p>How to use systems technology and databases for ordering and how this contributes to procurement and supply</p>	<p>Input data into systems to perform key tasks linked to placing orders and other transactions in procurement and supply</p>
<p>The importance of capturing data on expenditure and keeping systems up to date</p>	<p>Identify, input and update into systems for controlling the procurement of goods and services, and inform colleagues and /or internal stakeholders when more data is required</p>
<p>How to provide accurate data and why demand management is important in procurement and supply</p>	<p>Ensure systems are updated with accurate data to meet organisational information needs, while following organisational processes and procedures</p>
<p>The use of the internet, intranets and extranets in effective procurement and supply management</p>	<p>Promote the use of the internet, intranet or extranet systems for performing tasks that relate to effective procurement and supply management</p>
<p>How to use the internet to locate details about suppliers and customers and how this helps processes in procurement and supply</p>	<p>Use the internet to investigate information about suppliers, customers or other stakeholders</p>

## Knowledge: Will know and understand

## Capabilities: Will be able to

eSourcing and eTendering systems used in procurement and supply to:

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

Promote the use of eSourcing or eTendering systems to internal stakeholders to perform key tasks in procurement and supply

The use of Purchase to Pay (P2P) systems including eRequisitioning, eCatalogues, eOrdering and eInvoicing, 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

The use of mobile technologies, video conferencing and collaboration tools to communicate with stakeholders

Use, promote and advise on the use of mobile technologies, video conferencing and collaboration tools for communication with stakeholders

## Related CIPS Knowledge Links

[Application of Technology - http://www.cips.org/Knowledge/Procurement-topics-and-skills/eCommerce---systems/Application-of-Technology/](http://www.cips.org/Knowledge/Procurement-topics-and-skills/eCommerce---systems/Application-of-Technology/)

[Data Analysis/Business Intelligence - http://www.cips.org/Knowledge/Procurement-topics-and-skills/Understand-Need---Market-and-options-assessment/Data-Analysis--Business-Intelligence/](http://www.cips.org/Knowledge/Procurement-topics-and-skills/Understand-Need---Market-and-options-assessment/Data-Analysis--Business-Intelligence/)

[Demand Management - http://www.cips.org/Knowledge/Procurement-topics-and-skills/Developing-and-managing-contracts/Demand-Management1/](http://www.cips.org/Knowledge/Procurement-topics-and-skills/Developing-and-managing-contracts/Demand-Management1/)

[eSourcing/eProcurement systems P2P - http://www.cips.org/Knowledge/Procurement-topics-and-skills/eCommerce---systems/E-sourcing--E-procurement-systems-P2P/](http://www.cips.org/Knowledge/Procurement-topics-and-skills/eCommerce---systems/E-sourcing--E-procurement-systems-P2P/)

[Sourcing - http://www.cips.org/Knowledge/Procurement-topics-and-skills/Understand-Need---Market-and-options-assessment/Sourcing1/](http://www.cips.org/Knowledge/Procurement-topics-and-skills/Understand-Need---Market-and-options-assessment/Sourcing1/)