



The Global Standard for Procurement and Supply

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Leading global excellence in procurement and supply

Segment 6.1 The Stages of a Sourcing Process

Level: Tactical

Theme: Sourcing

Knowledge: Will know and understand	Capabilities: Will be able to
<p>The importance of reviewing and clarifying requirements with internal stakeholders</p>	<p>Liaise with internal stakeholders to review and clarify requirements to ensure that value is generated through the sourcing of goods or services</p>
<p>The creation of requests for information or requests for quotations, including:</p> <ul style="list-style-type: none">• Pricing• Delivery timescales• Required quality• Required quantities• Other site information	<p>Ensure that all required details are included in requests for information, quotations or other documents used in the sourcing process</p>
<p>The analysis and comparison of quotations to assess opportunities for value generation when creating purchase orders</p>	<p>Compare and evaluate quotations received from potential suppliers and deal with any queries or concerns about completed documentation</p>
<p>Order placement and contract award</p>	<p>Make recommendations and obtain approvals within delegated levels of authority for the award of contracts</p>

Knowledge: Will know and understand	Capabilities: Will be able to
Performance and delivery aspects of the sourcing process	Ensure that deliveries and commencement of work are in line with documented requirements

Related CIPS Knowledge Links

Stakeholders - <https://www.cips.org/intelligence-hub/managing-stakeholders>

Sourcing and Tendering - <https://www.cips.org/intelligence-hub/sourcing>

Performance Analysis and Management - <https://www.cips.org/intelligence-hub/contract-management/contract-performance>

Contract Management - <https://www.cips.org/intelligence-hub/contract-management>