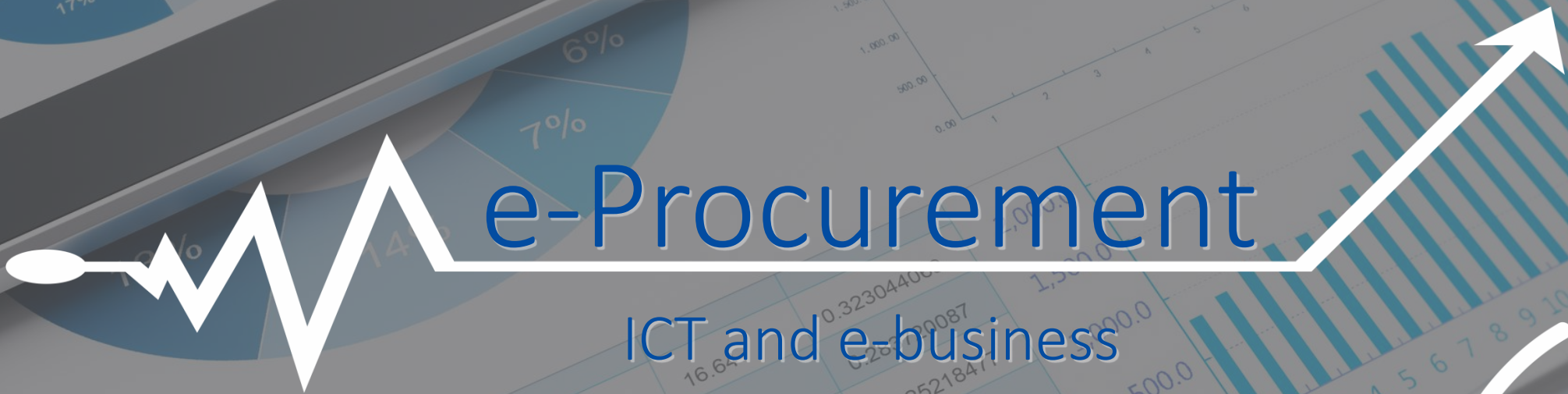


e-Procurement

ICT and e-business



With the support of the Erasmus+ programme of the European Union

Module: ICT and e-business

Sub-module: e-PROCUREMENT

(Introduction of the module)

e-Procurement refers to the process of doing online all processes of an organisation that are related to providers (such as buying, receiving, product payment...). When an organisation decides to use e-Procurement, it becomes possible to reach constantly and in real-time all information related to the process; the client becomes aware of the state of the order while the provider has real-time information of the client's needs.

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Module: ICT and e-business

Sub-module: e-PROCUREMENT

(Short introduction of the action)

Action: e-Sourcing

E-sourcing involves the identification of new suppliers, products and services, using internet technology. With e-sourcing we can search worldwide for suppliers, products and services, which until then were unknown to us.

2

(Benefits of the action)

Action: e-Sourcing

- Faster implementation possibilities of achieved savings
- Higher ethical standard due to 'audit trails' in the system
- Better opportunities to screen suppliers in advance
- Improved quality and user experience through the use of high-quality online software
- Time savings for the purchasing team and the suppliers

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Short description for each of the benefits

Action: e-Sourcing

Faster implementation possibilities of achieved savings

By using this online tool, you will be faster when it comes to taking advantage of potential savings. It will be easier for you to implement any possibilities that come with potential savings.

Higher ethical standard due to 'audit trails' in the system

E-Sourcing includes “audit trails” that make it compulsory for users to ensure they are performing all steps lawfully and ethically. This allows you to warrantee your final clients that all your actions follow ethical standards; some clients will only buy your product if they are sure of this.

Better opportunities to screen suppliers in advance

E-Sourcing allows to take a look at all potential suppliers before contracting, facilitating the comparison between them and allowing to choose the best option.

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Short description for each of the benefits

Action: e-Sourcing

- ❑ **Improved quality and user experience through the use of high-quality online software**

The use of e-sourcing software allows the purchasing experience to be better, encouraging the use of this tool. Since the process is going to be more effective, of higher quality and more interesting, the user will be more willing to try it out.

- ❑ **Time savings for the purchasing team and the suppliers**

E-Sourcing is a time saver, which is always a positive point. Doing the process of resources' provision online becomes faster for both sides, a time that you will have the possibility to dedicate to other things.

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(Short introduction of the action)

Action: Collaborative Product Commerce (CPC)

2 Collaborative product commerce (CPC) refers to the process of creating technological synergy across the entire life cycle of a product. It allows companies that are working together in the creation of a product performing a combined creation of the product to virtually manage the product during its lifecycle.

(Benefits of the action)

Action: Collaborative Product Commerce (CPC)

- 3
- Assistance in optimizing the design process
 - It helps providing visibility to the product
 - It helps saving time

Module: ICT and e-business

Sub-module: e-PROCUREMENT

Short description for each of the benefits

Action: Collaborative Product Commerce (CPC)

Assistance in optimizing the design process

Through the use of CPC, it is possible to virtually manage the production between the companies creating it. This way, all parts are aware of the situation of the production and the process is optimized, reducing time and costs.

It helps providing visibility to the product

If you use CPC, you have a portal in which you can show what you can produce and the types of partners you need to conduct it. Since it is a virtual environment, it arrives to more companies that it would organically, assuring a higher visibility of the product.

It helps saving time

Through the use of CPC you can save time as it is done electronically; you do not have to wait for physical arrival and confirmation, and you know at all times how the product is doing.

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Module: ICT and e-business

Sub-module: e-PROCUREMENT

(Short introduction of the action)

Action: e-Tendering

2 E-Tendering is the process of carrying out a tender process online. And to tender is to invite or accept bids for a project. Also, it is referred to the process were a company receives a takeover offer and shareholders need to submit their shares.

(Benefits of the action)

Action: e-Tendering

- 3
- Continuation for the quotation request is shortened
 - The process is traceable and strictly neutral.
 - Knowledge and experiences are stored for future tenders.
 - e-Tendering guides you through the process step by step, making it easier to avoid mistakes or to forget something

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Short description for each of the benefits

Action: e-Tendering

Continuation for the quotation request is shortened

With e-Tendering, the process of asking for a budget (quotation request) is shorter than in a regular tendering process, making it faster also to receive feedback.

The process is traceable and strictly neutral.

Many times, tendering processes can be seen as a way to interchange “favours”. However, through e-tendering the process becomes traceable and thus completely neutral, warranting that all participants are in the same conditions.

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Short description for each of the benefits

Action: e-Tendering

Knowledge and experiences are stored for future tenders

Even if you do not get a successful result from the e-tendering process, all the information and knowledge you gather will not be lost; you will have it available for future opportunities.

e-Tendering guides you through the process step by step, making it easier to avoid mistakes or to forget something

Formalities can make you lose big opportunities; not providing some concrete paperwork or forgetting about a certain point can make you not eligible. However, e-tendering guides you in order to make sure you do not make those mistakes.

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(Short introduction of the action)

Action: e-Reverse Auctioning

2

Reverse auctioning is the mirror image of an auction: a customer communicates his needs for products to various potential suppliers. Now it is the suppliers who make their bid during the auction. In the case of e-reverse auctioning, the auction takes place on a website.

(Benefits of the action)

Action: e-Reverse Auctioning

3

- Buyers save time and money through reverse auctions.
- The buyer can easily eliminate certain bids that don't conform to deadline or price requirements.
- The buyer has the flexibility to rule out a low bidder that doesn't meet the quality standards set by the buyer.
- E-procurement software allows buyers and sellers to communicate and refine the details of the bid.

Module: ICT and e-business

Sub-module: e-PROCUREMENT

Short description for each of the benefits

Action: e-Reverse Auctioning

Buyers save time and money through reverse auctions.

Since all of the bids arrive in the same format, it simplifies the comparison between them, saving time for both parts.

The buyer can easily eliminate certain bids that don't conform to deadline or price requirements.

It is easier to look at all offers and decide which ones are not eligible, which saves time in the decision process.

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Short description for each of the benefits

Action: e-Reverse Auctioning

- The buyer has the flexibility to rule out a low bidder that doesn't meet the quality standards set by the buyer.

Once again, this flexibility also saves time for the buyer, since it allows to rule out not eligible participants.

- E-procurement software allows buyers and sellers to communicate and refine the details of the bid.

Through the software, they can communicate and make sure they are on the same page in all points, ensuring a more productive and easier relationship.

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(Short introduction of the action)

Action: e-Ordering

e-Ordering uses the internet as tool for operational purchasing processes (requesting, approving, ordering, monitoring and receiving). With e-Ordering, you can use catalogue applications to choose what you want to buy.

2

(Benefits of the action)

Action: e-Ordering

- Easier to purchase
- You get a better overview of the department needs
- Purchases are instant and bundled in one invoice for one supplier

3

Module: ICT and e-business

Sub-module: e-PROCUREMENT

Short description for each of the benefits

Action: e-Ordering

Easier to purchase

With e-ordering, each employee can buy the required products from a catalogue. This simplifies the task of buying required products. Also, the request and order processes are faster.

You get a better overview of the department needs

Through the requirements done in the catalogue, which are available to see, you can get an idea of what each department is buying.

Purchases are instant and bundled in one invoice for one supplier

With e-ordering you do not have to worry about multiple invoices; everything is in one place.

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(Short introduction of the action)

Action: Procurement Intelligence

Procurement intelligence means converting data into purchasing information to reflect and improve the performance of the purchasing function. This way, you obtain flexible, useful information that encourages you to make the right choice.

2

(Benefits of the action)

Action: Procurement Intelligence

- Generate information in a flexible way
- Contribute to make the right choices
- Ensure the information produced is useful

3

Module: ICT and e-business

Sub-module: e-PROCUREMENT

Short description for each of the benefits

Action: Procurement Intelligence

Generate information in a flexible way

Procurement intelligence makes the user generate purchasing information in a flexible way, adapting to the real needs of the company. This way, that information becomes more useful.

Contribute to make the right choices

Since purchasing information created becomes more useful, through procurement intelligence decisions are better made and usually right.

Ensure the information produced is useful

As mentioned, the use of procurement intelligence ensures the information generated is useful for the company, helping to save time and resources.

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Sub-module: e-PROCUREMENT

(Short introduction of the action)

Action: Web-based ERP

2

The abbreviation ERP stands for Enterprise Resource Planning. An ERP system is a software package that brings together important information from different business departments. With an ERP package, business processes are automated, increasing productivity and reducing costs.

(Benefits of the action)

Action: Web-based ERP

3

- Simpler communication
- Increase of productivity and reduction of costs
- Efficient information and optimal chain assurance

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Module: ICT and e-business

Sub-module: e-PROCUREMENT

Short description for each of the benefits

Action: Web-based ERP

Simpler communication

The main intention of Web ERP is to use internet technology to facilitate communication. Through this, you can communicate with suppliers in a more simple way, facilitating the process.

Increase of productivity and reduction of costs

The use of effective communication with suppliers facilitates the increase of productivity of the chain, thus reducing its costs.

Efficient information and optimal chain assurance

The use of more simple and efficient communication allows the chain to be optimal, reducing its costs and increasing its benefits.

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