

## 5. Checklist

The following checklist sets out the key tasks that suppliers need to consider in the context of e-procurement.

- Liaise with the councils with whom you expect to trade to understand their plans for e-procurement and what they expect from suppliers
- Understand the implications of e-procurement for your business
- Assess the way in which you currently trade with a council against the way in which councils expect to trade with you
- Prepare an action plan to align the way you trade with councils with the councils are looking to trade with you

## 6. Frequently asked questions

### **Does e-procurement disadvantage smaller suppliers?**

No, suppliers will only need a computer and access to the internet to participate in e-procurement.

### **How much will e-procurement cost?**

Whether costs are incurred and how much cost is incurred will depend upon the technology that a supplier already has, the way in which the supplier intends to trade with a council and its own technology plans. For example:

- A supplier may already have email capability which will allow the supplier to receive and respond to tenders electronically without incurring any new costs
- A supplier may decide to include its goods and services on an e-marketplace and hence incur costs to create an electronic catalogue
- A supplier may decide to invest in a purchase order system to improve its management of orders and hence incur the cost of a purchase order system.

Suppliers should be aware that there is a range of low cost e-procurement systems for them to consider.

### **If we don't adopt e-procurement, will councils stop trading with us?**

Not necessarily. Suppliers will be selected against a range of price, quality and service criteria, but deciding not to adopt e-procurement may affect a supplier's competitive position for both business with a council and other public and private sector customers. However, councils recognise that in some cases, there may be circumstances that require special consideration, and these will be assessed and other arrangements made as appropriate.

## 7. What Is South Somerset District Council Doing About eProcurement?

Over the past year or two South Somerset District Council has been working with purchasing cards to cover low value purchases which will reduce the number of invoices generated by suppliers. We are also in the process of investigating e-Marketplace providers with a view to taking this process on board during 2009/10.