

4. What do suppliers need to do?

Understand the implications for your business

Prepare an action plan

The changes you need to make will depend upon the way that you intend to do business with South Somerset District Council and other councils and the your current approach to trading with us.

The actions you need to take are:

- Identify the goods and services that you supply to the council. You can get this by analyzing invoices that you have sent to the council over the last 12 months
- Consider how the council purchases these goods and services from you:
 - were they in response to a tender?
 - were they in response to orders received from the council?
- Assess whether the goods and services you supply could be included in an e-catalogue
- Analyse invoices to determine whether you supply low value, high volume goods (such as IT consumables)
- Contact the council to understand how they intend to trade with suppliers in the future
- Compare how you currently work with the council and how the council wants to work with you in the future and consider the implications. Examples of the considerations that a supplier will need to make are contained in the following table.

Key considerations

1. Are you able to trade electronically with South Somerset or other Councils?

Depending upon how you see the relationship with SSDC and other councils, you will need to prepare to receive or send the following purchase transactions electronically:

- Tenders
- Orders
- Invoices
- Purchase Cards

2. How can you best cope with the changes necessary to cope with e-procurement?

You should have a plan in place to understand what e-procurement means, what the implications are for the way you trade with a council, and how you will respond to these changes.

3. Are you in a position to take advantage of the opportunities provided by e-procurement?

Have you decided which councils you want to work with? Do you have staff allocated to review the websites of the relevant councils to identify tenders that you could bid for?