

UNIT CODE: KPS 100

UNIT NAME: PRINCIPLES OF PURCHASING

TOPIC SIX

TOPIC NAME: SOURCING PROCESS

A sourcing or tender process is used to select the best product or service for a certain category of expenditure.

Unfortunately, lots of these processes are not run well, resulting in loss of large saving opportunities, delivery of poor quality products, or less favorable terms.

When selecting suppliers through a tender or sourcing process, the buyer works in collaboration with internal customers or budget holders. Internal customers are buyer's colleagues working in other departments, such as finance or manufacturing. They are the ones who originally raised the need for the purchase and who will be actually transacting with the selected supplier. Internal customer involvement is usually highest (around 70%) at the specification stage and then drops to around 30% in subsequent stages.

1. Specification development

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