

# e-procurement

## a guide for suppliers



*It's important that all suppliers to the public sector are aware of the move to e-procurement. If you are not able to trade this way it may result in you losing opportunities for public sector work, as the public sector is increasingly moving towards purchasing their goods and services online.*

### What is e-procurement?

In simple terms, e-procurement means buying and paying for goods and services electronically – mainly using the Internet. More and more of the public service (and big business) is moving to this approach, so it is important to understand why.

### Why are councils moving to e-procurement?

There is currently a Government wide initiative to encourage public bodies such as councils, schools and hospitals to buy their supplies and services electronically. The initiative has been designed to improve the efficiency involved in sourcing and buying their goods and services, although the same administrative savings can also be achieved by suppliers.

### How does the move to e-procurement affect suppliers?

Rather than receiving purchase orders and sending invoices via fax, post or email; suppliers will be required to accept orders and send invoices by means of an e-commerce website.

### How do I set up an e-commerce website?

@UK PLC is partnering up with many public organisations to set up their e-procurement systems. As part of this work, they are also providing e-commerce websites to suppliers, costing from as little as £48+ VAT per annum.

### What do I need to set up an @UK PLC e-commerce website?

Setting up an e-commerce website on the @UK PLC system is very straight forward and requires no technical knowledge. A supplier can have a website set up and be receiving orders in no time at all. If you prefer, @UK can set up your site for you from just £50+VAT.

### What if I already have an existing website?

*"I have a website but it does not have the capability to sell products or services".*

@UK PLC can provide a very cost effective way of enabling you to sell your products and services through your existing site.

*"I already have a website which my business sells its products and services through".*

In this case @UK PLC simply needs to integrate your site with your Local Authority customers.

### What are the key advantages of an @UK PLC e-commerce website?

- Low set up costs
- Easy to use (email and telephone support onhand if required)
- Receive online orders straight into your Sage system if you wish
- Issue automatically generated invoices
- Trade with other public organisations
- Elimination of postage costs and delays
- Ability to trade with the wider public and private sector

*"Having an effective means of ordering and paying online is critical to the future efficiency of both UK Local Authorities and their suppliers"*

Martin Scarfe  
National e-procurement Project

### Case Study-Combined Office ([www.combined-office.co.uk](http://www.combined-office.co.uk))



Combined Office is a relatively new company but has already secured contracts with several Local Authorities "A proper trading website that links to my LA customers is unquestionably a help"

Paul Parrin  
Combined Office Interiors

### Providing new business opportunities

Setting up an e-commerce website provides a way of increasing your customer base.

When setting up an @UK PLC website, you automatically become part of the @UK marketplace. This will potentially allow you to trade with any public organisation using an @UK PLC e-procurement system.

Having an online presence will also allow you to trade with businesses and consumers. In 2005, UK consumers spent £19.2 billion over the internet.