



Nottinghamshire  
County Council

# E-procurement at Nottinghamshire County Council



## e-procurement team

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Nottinghamshire County Council has set up an electronic procurement team to enable all its departments to purchase online. This team of experts will set up projects that enable both the County Council and its suppliers to reduce costs associated with the procurement process and the cost of normal commercial trading. E-procurement also supports the Government's procurement targets and make it possible for all local authorities to transact business electronically by 2005. The e-procurement team will set up an e-marketplace and use electronic ordering, invoicing, payment, catalogues and auctions to purchase goods, works and services. Some of these are partially in place and others are in the process of being set up. Suppliers and contractors are involved in putting these arrangements in place.

## What is e-procurement?

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This is the use of electronic methods at every stage of the purchasing process, from the identification of requirement through to payment, and potentially to contract management.

Electronic enablement of the purchasing process can be specifically identified as:

- **e-sourcing** - tools include the use of e-tendering systems, e-RFQs (requests for quotation/evaluations) and e-auctions
- **e-procurement for transactional purposes** - tools include marketplaces using techniques such as e-catalogues
- **e-payment** - tools include e-purchase cards, e-invoicing and self-billing.

## **What are the benefits of e-procurement?**

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E-procurement makes use of the capabilities of the internet to conduct transactions between buyers and suppliers. Conducting electronic business at Nottinghamshire County Council offers many benefits over paper-based processes including:

- ease of use
- improved commercial relationships with suppliers
- efficient management of departmental supply chains
- reduced process costs for both buyers and suppliers
- automated record-keeping
- improved management information.

## **How does e-procurement support the County Council's procurement strategy?**

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The Government stipulates that all councils should have a system in place that enables them to procure goods and services through the internet by 2005. Therefore, the introduction of electronic sourcing and purchasing provides the catalyst for this County Council to redefine its procurement strategies and maximise the benefits.

## **How can I find out more about Nottinghamshire County Council's e-procurement activities?**

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The e-procurement team is part of the County Council's corporate procurement unit which provides specialist support in all tasks relating to the purchasing of goods, works and services, and contractual arrangements. The e-procurement team has been specifically set up to promote the business-to-business purchase and sale of supplies and services over the internet. The team is at the forefront of setting up an e-marketplace that will enable County Council customers (users) to view all the accredited suppliers and contractors online. It will also ensure that both customers and suppliers are fully trained prior to trading on the e-marketplace using online catalogues, requests for quotations (RFQs) and other e-sourcing tools.

## The team

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Tony Woods	e-procurement programme manager
John Rideout	e-marketplace project manager
Jonathan Garside	e-procurement principal officer
Verity White	e-procurement systems administrator
John Allison	e-procurement project buyer, seconded from Education
Caroline Dickens	e-procurement project buyer
Niall Fowler	e-procurement project buyer
Christine King	e-procurement project buyer, seconded from Social Services
Philippa Brown	e-marketplace project support officer

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