

## Implementing and leveraging digital procurement



## Delivering more effective procurement through digitisation

### Are you:

- On track to deliver your savings target?
- Using digital procurement effectively?
- Clear on where digital could help you the most?
- Struggling to manage your contract renewals?
- Noticing your cost of function is too high?

Research estimates that procurement departments are spending up to 30% of their time on activities that prevent them from tackling the challenges that really matter – such as negotiating better contracts, achieving greater value for money, increasing spend under management and reducing risk.

At Xoomworks Procurement we want to help you understand and use digital procurement more effectively so you can do what you set out to do.

### How we do it

Our approach is comprehensive but non-intrusive – there's no need to tie up your key resources for a long period of time. At its heart is a one-day assessment workshop aimed at reviewing your total source to pay process and making key recommendations on how you can use digitisation to improve your procurement outcomes. From spend analytics through savings reporting, sourcing, contract management and transactional processing, we'll understand the challenges you are trying to overcome and recommend simple, cost effective solutions to make you more effective.

Our three step process aims to use your time as efficiently as possible:

#### Step 1

You provide some basic procurement data (spend, contracts, savings etc.). Ideally you can provide this up front, but if you don't have it then don't worry – we will run through a series of questions during the workshop to gain the necessary information.

#### Step 2

Xoomworks run a one-day workshop onsite with a small group of your key team. As well as a review of your organisation, goals and key data, we facilitate discussion on key processes in order to understand priorities and problem areas.

#### Step 3

Xoomworks produce a summary report with recommendations, options and a potential roadmap to develop your procurement function. We'll walk this through with you face to face.

Following the review meeting, you'll be left with a copy of the report and can decide whether to take the recommendations for development yourself, or use our Sourcing & Transformation services to assist you.

The report and review meeting will cover:

- 1) Key challenges to overcome
- 2) Possible digital solutions and options to address challenges
- 3) Prioritisation and roadmap of development
- 4) Advice on best fit technologies and solutions
- 5) Insight to develop a business case to implement recommendations

From here, you are able to prioritise your transformation based on a budget and timeframe that suits you.

In summary our recommendations will provide the exclusive detail to achieve for example:

- Mechanisms to track and report financial savings achieved through procurement initiatives across your organisation
- Efficiency in ongoing production of category plans through automation
- Reduce the procurement cost of function with use of digital technology
- Introducing AI into Supplier Spend analytics
- Enhance negotiation methods achieving a step change in savings, on average 20%
- Reduce your transaction costs across the whole Source to Pay process
- Digitise and optimise your Contract Management, Renewal and Reporting
- Identify and reduce contract leakage
- Enhance Supplier Management processes
- Leverage digital payment mechanisms

### Costs:

We do not charge a fee for this work, however, there is a level of commitment required from your side to get the most from the analysis and workshop – data provision before workshop and time from key personnel for workshop and follow-up review.

## Workshop / Assessment

### Workshop: Enhancing the value of procurement through digitisation

A typical one day workshop agenda includes:



#### Review current procurement operating model

- Including summary numbers such as sourcing events, contract numbers, volume of POs, estimated contract leakage



#### Walkthrough current business processes:

- Category planning
- Procurement research
- Sourcing events (RFIs, RFPs, auctions)
- Contract, supplier and risk management
- Governance (approvals, authorities, workflows)
- Purchase to Pay process
- Procurement and management reporting



#### Review Procurement strategy, target operating models, and savings targets



#### Discuss solutions and optimisation to further digitise the procurement process



#### Summary and next steps



## About Xoomworks

Xoomworks is a niche consultancy and outsourcing company that specialises in procurement. Based in UK and Europe, we are a team comprised of technical, business and behavioural consultants, and senior procurement experts. Our complete procurement proposition addresses both the mechanics and behaviours of procurement that drive the greatest value for organisations.