

Applegate's

Handy Guide for Buyers

Are you sourcing smartly? Streamlining every purchasing opportunity could save your business time, money and hassle.

Applegate, our cloud-based eProcurement system, receives thousands of requests for quotations from UK and overseas buyers sourcing various products and services. This provides us with a unique insight into the UK & global marketplace. We're often sharing tips and insights with our Network of Suppliers, but thought we'd shed some light on what we regard as the best way to buy for your business.

Sourcing can be timely & hassling, meaning you have less time to do the work that is vital to your business. **Applegate handles steps 2, 3 & 4 for you** – meaning all you need to do is tell us what you want, when you want it and the best email address to get quotes straight to your inbox.

The system is absolutely free and carrying no obligation to choose any of the suppliers invited to quote by Applegate; Applegate hands back sourcing to the people who know their businesses needs best.

Here's our guide to making a purchase in just 5 simple steps.

1

Establish precisely what it is you need

To obtain the most accurate quotes possible, it's best to establish clearly the product/service you are looking for. Part codes, drawings and specifications where necessary are all useful in attaining the most accurate pricing possible.

Create a Tender Specification

Now that you've established a clear specification of what you need, be it office stationery, a vehicle lease or a large CNC Machining Job; we recommend collating this information into a specification that also includes the below:

- a. Quantity
- b. Delivery Date Requirement
- c. Delivery Requirement
- d. Contact within your business
- e. Any Additional Information

2

3

Distribute the Tender Specification

With your specification complete, it's time to invite suppliers to respond with pricing. Some Sourcing Agents & Procurement Managers choose to collate these responses in a document or spreadsheet for comparison later.

Review the Responses and Choose a Supplier

Now you've gone through the process of collating these responses, you can review these and choose the best supply partner for you. Though this is often based on price, it is also important to consider the quality of the product; delivery date; and even the relationship you feel you could have with the supplier.

4

5

Make the Purchase

Once the order is confirmed, choose your payment method and raise a PO if needed.

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