

Lesson Plan

Module: B2B trade platforms

**Learning Unit: How to make the change
to e-procurement**

<p>Desired Core professional goal</p> <p>Learners will be able to</p> <ul style="list-style-type: none"> – create an action plan for implementing e-procurement in their small and medium-sized enterprises (SMEs) or micro businesses. 	<p>Benchmark</p> <p>e-platform</p>
<p>Level</p> <p>Standard</p>	<p>Framework</p> <p>Energise</p>
<p>Professional micro-learning outcomes</p> <p>Learners will</p> <ul style="list-style-type: none"> – identify the key steps involved in transitioning to e-procurement. – analyse their own business needs and identify areas where e-procurement can be implemented. – develop an action plan for implementing e-procurement in their business. 	
<p>Micro-learning activities</p> <p>Learners will</p> <ol style="list-style-type: none"> 1. watch the video Standard level: Module 2: Energise: How to make the change to e procurement https://youtu.be/D_XSoK3sSQ4 (2:45) 2. read the following infographic: E-procurement is a way of using digital technology to streamline and automate the process of buying and selling goods and services. It can help micro and SME owners save time, money, and resources, as well as improve their efficiency, transparency, and competitiveness. Check out the Infographic about the Key Steps in Transitioning to E-Procurement with case studies to illustrate each step. 3. do the following activities: <ol style="list-style-type: none"> 1. Analysing Business Needs for E-Procurement Implementation 	

Please take some time to reflect on these questions and provide your responses. Compare and discuss with other learners sharing the same needs with you to share experiences and insights to identify areas within your business where e-procurement can be implemented effectively. You may use our course forum our chatroom or with your team. You may introduce yourself to the course forum and make a team with other learners sharing the same interests and professional sector. We highly recommend working collaboratively throughout the course.

1. What are the current procurement processes in your business?
2. How do you currently handle procurement requests and approvals?
3. Are there any specific areas within your procurement processes that are time-consuming or prone to errors?
4. What are the main challenges you face in managing procurement in your business?
5. Have you considered implementing e-procurement in your business before?
6. If yes, what were the reasons for not implementing e-procurement? If no, what are the main factors that have prevented you from considering it?
7. Are there any specific procurement tasks or activities that you believe could be automated or streamlined through e-procurement?
8. Do you have any concerns or reservations about implementing e-procurement in your business?
9. What are your expectations or goals for implementing e-procurement in your business?
10. Are there any specific features or functionalities that you would like to see in an e-procurement system?

2. Developing an Action Plan for implementing e-procurement in your business

Now, it's time to put your knowledge into action! Individually or collaboratively with other learners create an action plan for implementing e-procurement in your business. I [This Action Plan template](#) will guide you through the process. Discuss and fill in the template based on your business needs and the information covered in the previous sections. Brainstorm ideas, set specific goals, and outline the steps for implementation. Take into account the resources and support available to you.

4. have the option to check out more resources:
 - a. [Effective Practices for Sourcing, Purchasing, and Procurement | Alison](#): This free online course teaches the essential skills and knowledge to excel in sourcing, purchasing, and procurement.
 - b. [Procurement in SAP S/4HANA | Free Online Course | Alison](#): This free online course will teach you to use SAP S/4HANA for master data management and procurement automation.
 - c. [How to Implement e-Procurement - Basware](#): This article is about how to implement an effective e-procurement strategy for your business. It outlines the steps to assess your current process, identify potential gaps, think about the benefits, choose a provider, create an implementation plan, and monitor and

evaluate the results. It also provides some useful resources and links to help you along the way.

- d. [What is The Best E-Procurement System for SMEs? \(procureport.com\)](https://www.procureport.com): This article is about how SMEs can benefit from using e-procurement systems to streamline and automate their procurement process. It explains the features and advantages of different types of e-procurement software, such as procure-to-pay and contract management, and how they can help SMEs save time, money, and resources, as well as improve their efficiency, transparency, and competitiveness.