

	TITLE: E- Business TPP120	OWNER: Purchasing Manager	LAST MODIFIED: 29th May 2008	PAGE: 1 of 2
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1. METHOD

1.1. Collaborative Working and Shared Working Environments

1.2. Agresso

- 1.2.1. Agresso is Translink's purchasing tool. It enables electronic ordering, receipting and invoicing.
- 1.2.2. Agresso is interfaced to the Financial Management System.
- 1.2.3. Agresso enables an electronic order for goods and services to be sent to an approved supplier and an electronic receipt to be held and linked to the order for goods and services.
- 1.2.4. The order, receipt and invoice must be matched, permitting payment to the supplier. Agresso speeds up once lengthy processes, identifies purchasing trends enables better management of purchasing information and improves supplier relationships.

1.3. Sharepoint & Shared Working Environments

- 1.3.1. The Purchasing Department use information systems to enable groups or groups of individuals to work concurrently on information whether they are dispersed or co-located. A secure electronic environment is provided on Translink's Intranet created to facilitate authorised access to and communication of information. It consists of all types of documents, databases, company information and the Purchasing Department have their own Sharepoint Home Page which holds the Departments key documents and lists key announcements and events.
- 1.3.2. In addition Sharepoint holds all Purchasing Department standards, contracts, process maps, desk instructions and other documentation. It is a secure electronic community. Purchasing Standards are published from this area to the Translink wide area of Sharepoint to enable every Division to access the Procurement Standards.

1.4. E-tendering

- 1.4.1. e-Tendering is the complete tendering process from the advertising of the requirement through to placing of the contract, by electronic communication.
- 1.4.2. e-Tendering can provide for faster and better exchange of information, increased security and integrity of tendering and automation of the evaluation process.
- 1.4.3. Translink at this time does not have the ability to securely conduct e-Tendering but this will change in the future. The Purchasing Department are due to implement the Bravo e-Tendering tool in 2009/2010 which will enable Translink to be a member of the NI Portal for suppliers.
- 1.4.4. Currently Translink try to issue all ITT's and correspondence in relation to Tendering via e-mail, the only aspect that is not via e-mail is receipt of final Tenders.

1.5. Website

- 1.5.1.** The Purchasing Department have their own page called 'Tenders' on the Translink website at <http://www.translink.co.uk/tenders.asp>
- 1.5.2.** Translink publish aspects of the Tendering process and general supplier information on the Tenders area of the website. For example, requirements over £30,000 are advertised on the site and pre-qualification questionnaires are available to download. A copy of the standard Terms and Conditions are listed along with information for suppliers such as forthcoming requirements, tender awards, feedback procedure and purchasing policy.

1.6. Reverse Auctions

- 1.6.1.** Reverse Auctions are competitions held 'on-line', with the bid prices visible to all bidders, unless a ranked auction is held in which bidders only know their rank relative to other bidders, but are not privy to actual bid amounts.
- 1.6.2.** Simple items or services where the marketplace is highly competitive are most suitable for Reverse Auctions, yet any item with clearly defined requirements and more than one source of supply should be considered. This is an area that the Purchasing Department will be considering in the future.