

COVID-19 EFFECTIVE PROCUREMENT TIPS



Analyse Risk

- Examine your supply-chain and understand risks.
- [Categorise suppliers](#) according to supply risk and profit impact.
- Regularly check supplier reliability and their value to your supply chain.



Strengthen Supply Base & Collaborate Effectively

- Identify operationally feasible alternatives e.g., local supplier tie-ups.
- Communicate with vendors to strike deals and plan for facing challenges.
- Maintain good relationships with existing vendors to meet fluctuating demands.



Re-prioritise Purchase & Reduce Costs

- Prioritise staff safety/workplace hygiene and procure accordingly.
- Select the right supplier and buy at the right price by doing [price comparisons](#).
- Gain valuable insights on potential savings for the future from spend analysis.



Improve Communication

- Identify changing demands at times of crisis.
- Evaluate current procurement efforts and skills.
- Digitalise procurement for sourcing efficiency and train teams to improve their procurement skills. Consider [ADAM](#).
- Get regular feedback from employees on procurement e.g., speed and quality of the deliveries.



Stay Updated

- Assign an employee to monitor business-related Covid-19 updates. [Free resources available](#).
- Follow government instructions and information regarding supplier operations.