

Successful Procurement with Software and **Services** from fairpartners

You will find below a selection from our extensive range of services for purchasers. We would be pleased to provide you with an individual quotation.

➤ **Quality Assurance in Procurement Processes**

Have your requests for quotations checked by experts from fairpartners before publishing them. On the basis of the data and documents held at fairpartners, we will check the request for quotation for general clarity, completeness of information, validity of the enclosures, choice of tender parameters and the optimal use of functions offered by fairpartners. You will receive the results of the check and recommendations for improvement in a written summary. Furthermore, we will be pleased to offer advice and assistance when implementing the recommendations.

➤ **Supplier Research**

fairpartners can find for you new and carefully selected suppliers; whether in Germany, Europe or worldwide. And, together with our local partners, we take care of the registration of the selected suppliers with the procurement platform.

➤ **Holding Test Auctions**

In our experience, test auctions with staff at the fairpartners Communication Center, as “neutral third parties”, significantly promote the success of auctions. fairpartners will prepare suppliers specifically for your planned auction on an individual basis. Additionally, fairpartners will produce an agreed description of your auction in the fairpartners Academy System. During the training, suppliers become proficient in using the functions in the portal that are required for submitting bids during the auction. Suppliers are also particularly encouraged to use auctions in a price aggressive way.

➤ **Implementing Requests for Quotations / Managed Auctions**

Do you have capacity problems in your purchasing department? Let us handle your entire request for quotations, irrespective of whether it's an RFI (Request for Information), tender or auction. After quickly agreeing things with you, fairpartners will produce a request for quotations, assume responsibility for supporting suppliers in respect of this request, and, if required, select the best offers according to the agreed criteria. We have many years' experience, particularly in the areas of IT (hardware, software and services) and services.

➤ **Introduction to fairpartners / Consultancy for Purchasers**

After registering with the procurement platform, purchasing organisations normally set the parameters in fairpartners themselves, with free support from the fairpartners Communication Center. Particularly in the case of large purchasing organisations or complex organisational structures, consultants from fairpartners support customers in-house. As a result, all purchasers are allocated specific roles and user rights at fairpartners and the parameters are optimally set. This service is usually purchased in combination with a standard purchasers' workshop.

➤ **Integration of fairpartners in Organisational Processes / Consultancy for Purchasers**

Once the decision has been taken to use fairpartners on a regular basis, it is essential to effectively and logically integrate fairpartners within the company's internal processes. fairpartners purchasing consultants support the customization of customer-specific purchasing processes and, if required, document this for auditing purposes.

fairpartners Academy

➤ **Standard Workshop for Purchasers**

The fairpartners Standard Workshop for Purchasers provides all the basic information required for issuing successful requests for quotations at fairpartners. The one-day workshop covers, what are in our opinion, the best ways of using fairpartners. You will learn about all the key functions and their use during numerous practical exercises.

➤ **Auction Workshop for Purchasers and Suppliers**

This workshop builds on the standard workshop and is aimed at purchasers and suppliers who are interested in learning about “holding successful auctions at fairpartners” in more detail. The half-day workshop on auctions provides an overview of auctions (types of auctions, areas of application, positioning in the procurement process and the rating system) and practical exercises. Workshop participants will alternate between playing the role of purchaser and supplier and therefore also get to know the psychology behind this procurement method.

➤ **Supplier Workshop – A Look behind the Scenes of Procurement**

During the supplier workshop “A Look behind the Scenes of Procurement”, suppliers learn in one day about the action options of a purchaser using the fairpartners procurement platform. You will also learn about modern procurement processes and proper handling of the fairpartners procurement platform for your sales activities.

Directly by Telephone

➤ **fairpartners Supplier Training**

Basic training in successfully utilizing fairpartners – Suppliers learn about and gain proficiency in successfully using fairpartners as a modern sales channel.

Special training courses that individually prepare you to effectively use the procurement platform:

Training on Submission of Offers – Suppliers receive complete fundamental information about utilizing the various fairpartners procurement processes. We use practical exercises to help you become skilled and comfortable in submitting your offers.

Training on Winning Auctions – fairpartners offers personal individual training to prepare you to successfully participate in auctions. As an auction bidder, it's especially important that you are able to quickly and correctly handle the functions of the procurement platform.

The training courses are conducted by telephone utilizing the fairpartners Academy System.

You can find an overview of the contents of the training courses and prices at www.fairpartners.com