



GET YOUR PROCUREMENT PROCESS IN SHAPE WITH
2 DAYS OF ON-SITE TRAINING FROM PERISCOPE'S
PURCHASING VETERANS.

NIGP CODE BOOT CAMP

Do you know what your Code can do?

The NIGP Code is perhaps the single most efficient way to categorize and keep track of everything your organization might need. You probably already know it can be used to classify vendors by what they sell as well as measure spend by commodity. But did you know you can also use the Code to:

- Specify and source bids and contracts
- Track your inventory items
- Organize items on contracts

And depending on your purchasing software, the Code can do even more. Let us show you!

Why would I sign up for Boot Camp?

NIGP Code Boot Camp will ensure that you're using the Code to its full potential by identifying areas where you can more fully implement the Code into your operations, helping you to save time, become more organized and know more about how much you're spending, where and why.

A Periscope Code Instructor will come to your offices and over two days will examine your internal processes and make recommendations for incorporating the Code in the most efficient and useful manner possible.

We'll gather intelligence, prepare a battle plan, mobilize your forces and attack your purchasing challenges with everything we've got. Our next mission: Operation Purchasing Clarity.

Operation Purchasing Clarity

NIGP Code Boot Camp: Schedule and Objectives

Day 1: Basic Training (All Users)

Day 1 will begin with an introduction to the NIGP Code for all of your users, including IT and Finance, in order to familiarize them with the Code as well as demonstrate how it can be an asset to your operations. The afternoon of Day 1 will consist of a thorough walkthrough of your procedures, an overview of your biggest challenges, and a preliminary discussion of how the Code can fit in.

- NIGP Code Overview
 - What is it?
 - What can it do?
 - How is it currently used?
 - Who else nearby is using it?
- Your Current Processes
 - What software, if any, do you utilize?
 - What path do your documents follow?
 - What are the responsibilities of each department for each document type?
 - How do you handle reporting?
 - What are your perceived challenges?
 - How can the Code be implemented?

Day 2: Developing a Battle Plan

Day 2 will consist of more in-depth recommendations for Code implementation, and will require computer access. We'll have sessions for each type of user (Buyers, Department Users, Contract Managers, IT, etc.), during which we'll suggest the most effective and least intrusive methods for incorporating the Code into their everyday processes.

- Code Implementation Sessions
 - Buyers
 - Department Users
 - Contract Managers
 - Basic Purchasing
 - IT
 - Finance
 - Warehouse Managers

Following Boot Camp, Periscope will deliver a report outlining our recommendations for thoroughly and efficiently implementing the Code. Periscope's Code Instructors are also available every day from 8 am – 5 pm for follow-up questions, concerns, and further instruction.

So if you're ready to attack your purchasing challenges, Periscope is ready to help you come up with a battle plan. Contact us by calling (800) 757-6064 or emailing info@nigp.com today. You can also find more information on the web at www.nigp.com.