



# PROCURE

A BRIEF INTRODUCTION TO THE  
**TEAMnetwork** PROCUREMENT  
SERVICE – WE CALL IT PROCURE.



## how does it work?

## what is it?

Our procurement service enables TEAMnetwork clients to purchase a wide range of IT products and services through us, at competitive and transparent prices. With Procure we take the hard work out of IT purchasing. We'll source and supply you quality products, direct from our network of reliable New Zealand distributors, at an agreed mark-up rate on the wholesale price.

Our online business portal, TEAMlink, lists products and current pricing from multiple suppliers, allowing our clients to conveniently compare products and prices online in their own time.

We're there to help you every step of the way. Our expert technical staff can advise you on selecting the right products and services, answer any questions you have, provide quotes, install any products you purchase, and service your hardware once it's up and running.

Once your procurement agreement is in place, purchasing your IT products through us is easy. You'll pay a set mark-up rate on all products and services you purchase and we're always available to discuss your requirements and advise on the right products for your business.

Once you've decided on a product, you can request a price or quote from us or simply go online to TEAMlink and look up the current wholesale price and your 'buy price'. You can order products over the telephone or email us your order. It's that easy. TEAMlink keeps a record of your previous purchases and our re-stocking policy enables you to return unopened products within seven days of delivery.

Procure clients receive a single monthly invoice for purchases, reducing time spent handling multiple invoices from multiple suppliers.



## what are the benefits?

When you choose Procure, you'll start to see the benefits:

- Access to a wide range of IT products including hardware, software, consumables, digital copiers, telephones, and laptops
- Sharp, competitive pricing with reductions on standard retail prices
- Total transparency – you always know what you're paying above the wholesale price
- Impartial and independent advice – our staff aren't incented to sell you any products or services
- Technical expertise every step of the way, from selecting the right product through to delivery and installation
- Free quotes and prompt, priority delivery of any products purchased
- A single, monthly invoice for your IT product purchases
- Information and advice on new technology products that suit your business
- The freedom and confidence to focus on other areas of your business.



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## an individual approach every time

Because every client has unique needs, we've developed flexible ways of providing our procurement service. There are three types of 'Procure' agreement – Casual, Standard and Commitment. Each has different features and benefits. We can also customise procurement agreements to suit clients with large or more complex purchasing requirements. If the solutions here don't suit you, we can work with you to develop an approach that's right for your business.

### Which agreement should I choose?

Take a look at the features of each of the Procure agreements we offer. It will help you work out which one is right for you and your business.

	CASUAL	STANDARD	COMMITMENT
<b>Pricing</b>	A set mark-up on wholesale prices	A further reduction on the casual mark-up on wholesale prices	Our lowest mark-up on wholesale prices, for regular purchasers
<b>Re-stocking</b>	Able to return unopened products within seven days of delivery	Able to return unopened products within seven days of delivery	Able to return unopened products within seven days of delivery
<b>Re-stocking fee</b>	A set fee (percentage of purchase price) for returned items	A reduced fee (percentage of purchase price) for returned items	Our lowest fee (percentage of purchase price) for returned items
<b>TEAMlink</b>	No access to TEAMlink for purchasing	Free access to our online order tracking system – TEAMlink	Free access to our online order tracking system – TEAMlink
<b>Your purchasing commitment</b>	No minimum commitment required	Purchases total more than \$5,000 each year	Purchase all IT products through TEAMnetwork

We've tried to keep Procure simple and straightforward, but if anything isn't clear, please get in touch.

We can explain anything you're not sure about and answer any of your questions.





**TEAMnetwork** specialises in building, maintaining and enhancing IT systems. It's our job to make technology perform better for the businesses we work with and we take it seriously. We're one of the most innovative IT support companies in New Zealand and we offer a complete range of services across the country. To find out more, visit our website [www.teamnetwork.co.nz](http://www.teamnetwork.co.nz) or read our **TEAMnetwork** profile.

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