



# Shop Smart: The Case for Delivery over Drop-In

WHITEPAPER ONE BY ROUND TABLE PROCUREMENT SERVICES

PHOTO CREDIT: DOMINIKA ROSECLAY

Most Canadians would agree that September tends to come with sense of a fresh start. Every year, as the summer winds down, organizations of all kinds begin to gear up for the craziness that follows. Sun-kissed employees return to work with a renewed motivation to make headway on their social mission.

This “back to business” mentality often comes with thoughts of restocking on office supplies for the coming months - as they are the busiest time of year for most nonprofits.

It’s one of the reasons why office supply companies experience the greatest demand during August and September. As you and your organization think about stocking up for the fall (or any other season for that matter) we encourage you to consider an important Purchasing Best Practice: Have your supplies delivered!

On the next page you can find Round Table’s

[Top Three Reasons Why Delivery Beats Drop-In >>>](#)

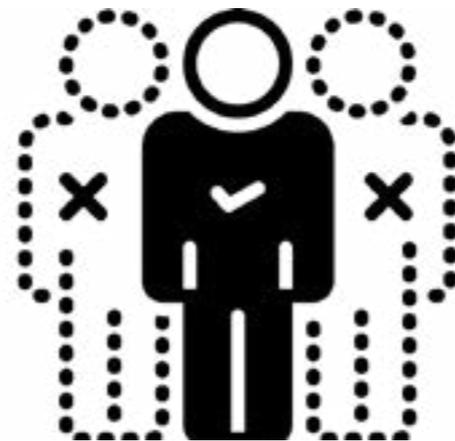


# Three Reasons Why Delivery Beats Drop-in



## 1 QUALITY

A lot of retail shopping takes place in stores known for their low price – dollar stores and WalMart in particular. The concern here is with the quality of the products that you’re purchasing. At best, you might be faced with having to replace poor-quality items sooner rather than later. At worst, you could be using items (toys or kitchen supplies, for example) that are not sourced from reliable manufacturers and could carry health-related risks.



## 2 ABSENTEEISM

People working in the nonprofit sector want to do good work, and it’s often true that the work we do needs to occur in a physical space (centres, offices, camps, etc). Time away from that space usually means time away from the work and the people that need us. Even if staff aren’t required to be in a specific place, time shopping is likely not part of the job or the mission of the organization so it is at least an unnecessary distraction and at most, strategically destructive.



## 3 ACCOUNTING

In-store shopping usually means payment via a credit card or by petty cash. There’s more to know about differences in payment methods, but for now, suffice to say that there are significant advantages to ordering on account via an invoice and paying within agreed payment terms (eg. 30 days later). In addition to the typically lower finance charges, it’s normally more efficient. An invoice often means better capture of data so you can keep track of where your budget is being spent.



# It's more than price.

## Think about *Total Cost*

We have often been surprised by the amount of in-store shopping we our clients are spending precious funds on. While it can be a last-minute solution for an urgent need every now and then, we are concerned with how many organizations are making it regular practice to shop at retail stores for their on-going needs.

There are more reasons to opt for delivery than the top three we've covered here and many organizations have made the strategic decision to have supplies delivered and heavily restrict retail shopping. This is because doing so reinforces an overarching best practice that we talk about all the time: the notion of *Total Cost*. You may save a few dollars at the local discount store, but what is it costing you in terms of lower quality, higher risk and loss of your most valuable resource: staff time? Once you take a total cost approach, you might reconsider the true value of those shopping trips.



PHOTO CREDIT: ANDREY GRUSHNIKOV





PHOTO CREDIT: TIM GOUW

# We can help you find a great supplier

## Preferred Supplier Program

The Preferred Supplier Program allows nonprofits to take advantage of special high-value purchase agreements (deals!) on an ever-increasing list of products and services from reputable providers. This service is great news for small and medium nonprofits and is **completely free**. **Become a member today:** <http://rtps.ca/signup.php>

## Supplier Selection

There are always opportunities to reduce spending. Our cost reduction processes are designed to pursue them and realize immediate improvements. Our team can lead and implement a wide-range of strategic solutions that save your organization time, money and headache by considering Total Cost when negotiating new supplier contracts or significant one-time purchases.



# About Round Table



DAVID ROURKE  
PRINCIPAL



DUANE DONNELLY  
PRINCIPAL

<b>Address</b>	<b>243 North Service Road, Oakville, Ontario, Canada</b>
<b>Phone number</b>	<b>1-877-742-9776</b>
<b>Email</b>	<b>info@rtps.ca</b>

**We go beyond traditional practices to get great results.**

Most procurement professionals are very good at the core purchasing skills but, our experience has led us to broaden our approach to achieve maximum benefits for our clients.

**We save organizations time, money and headache.**

Professional procurement is about understanding what is needed and how best to get it. By focusing on procurement, Round Table can offer nonprofit organizations the expertise needed to increase benefits and reduce risk associated with spending money.

**We offer practical solutions for nonprofits of all sizes.**

Round Table achieves cost savings, quality improvement and operational efficiencies by offering a spectrum of practical procurement solutions.

PHOTO CREDIT: FANCYGRAVE.COM



# Whitepapers by Round Table Procurement Services

Have a topic you'd like us to cover in future publications?  
Let us know! [info@rtps.ca](mailto:info@rtps.ca)

For more Best Practices...



@RoundTablePS



@RoundTablePS



Round Table  
Procurement  
Services

One

Shop Smart: The Case for Delivery over Drop-in

Two

The Value of Print Services

Three

Wireless Services Provider: Trust is a Must.

Four

The Prudence of Procurement Policies and Procedures

Five

How Procurement Fuels your Nonprofit's Performance

Six

Sole Sourcing: When You Should (and Shouldn't) Do So.

Seven

RFPs: When NOT to use them

"Five Stars" icon by Alfredo @ IconsAlfredo.com, US

"absentees" icon by priyanka, IN

"credit cards" icon by Jeff @ Creative Commons

