

Project Charter: AI Strategic Sourcing Buyer Agent

1. Project Purpose & Objectives

Purpose:

Deploy an AI-powered Buyer Agent referencing both internal and external data sources to dramatically improve the speed and quality of strategic sourcing analysis for SATS/WFS, starting with Airport Services “Non-Food” categories in Singapore.

Objectives:

- Reduce sourcing cycle time from weeks to minutes.
- Increase purchasing team capacity, especially in resource-constrained regions.
- Foster innovation through advanced data connectivity and analytics.
- Enhance compliance and risk reduction via standardized, AI-driven processes.

Key Performance Indicators (KPIs):

- Sourcing cycle time reduction (minutes vs. weeks).
 - Additional value and savings generated.
 - Improved sourcing performance and decision quality.
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2. Scope

Initial Scope:

- Airport Services “Non-Food” categories, Singapore hub.
- Analysis-only phase (no direct supplier negotiation or PO placement).

Phased Expansion:

- Extend to “Food” and “Commodity” categories.
- Roll out to European and USA regions, then other countries as needed.

Boundaries of Autonomy:

- AI Agent will perform analysis only; procurement team retains control over negotiation, selection, and award.
 - Future integration with RFQ and PO placement possible after successful pilot and vetting.
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3. Requirements & Constraints

Critical Requirements:

- Multilingual capability (language-agnostic analysis and output).
- Compliance with SATS/WFS policies and procedures.
- ERP integration (SAP, D365) optional for initial phase, planned for future.

Constraints:

- Strict data privacy: sensitive procurement data must remain within the procurement team.
 - Regulatory and legacy system compatibility to be assessed.
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4. Operating Model

User Interaction:

- Web portal interface (ERP/mobile app integration possible in future).

Process for New Sourcing Project:

- User provides: product/service description, specifications, location, target volume/price.

Review & Approval:

- Human managers review AI outputs, confirm sources, and validate recommendations before action.
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5. Integration

Internal Systems:

- SAP (Singapore), Microsoft D365 (global).
- Potential integration with Bloomberg and other market data sources.

External Data Sources:

- Market indices, trade publications, supplier databases.

Automation vs. Human Oversight:

- Maximum automation for analysis; human buyers can add context and make final decisions.

Note: Partner to provide the high-level break down cost of the integration effort against each data source. Partner can also propose relevant data source that would be applicable for this use case in their proposal based on their experience.

6. Timeline & Milestones

- **Requirement Gathering / RFQ:** Nov2025–Mar2026
- **Development:** April-Jun2026
- **Testing:** Jul–Sep 2026
- **Training:** Oct-Dec 2026
- **Go Live:** Jan 2027
- **Full Deployment:** 6–12 months post-pilot

Note: Timeline provided is for partner's reference. Partner can propose their timeline and milestones based on their proposal, with go live date not later than Jan 2027.

7. Success Measurement

Measurement:

- Time saved in sourcing analysis.
- Innovation and savings generated.
- Quality and relevance of sourcing recommendations.

Review Cadence:

- Weekly reviews during first month post-launch.
- Biweekly for remainder of first quarter.
- Monthly for next six months.