

**AFRICA INSTITUTE FOR PROJECT MANAGEMENT STUDIES**

I am **Elijah Thon Buol**, a final year student from Department of Procurement and Supply Chain Management, undertaking a research on the **Effects of Electronic Procurement on Performance of International Organizations in South Sudan.** **A case study of Samaritan Purse**.

The research is intended to generate information that will be used by the researcher for study purpose only at Africa Institute for Project Management Studies.

I am interested in your honest opinions and encourage you to speak openly about your experiences. This is not a test and there is no right or wrong answer. This discussion will last not more than 10min. I am happy to answer any questions you have about the research now and after the discussion.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| a) | Date of interview |  | | |
| b) | Organization’s name (Optional) | | |  |
| ***Instruction: Tick the answers in all Sections*** | | | | |
| i). | Gender | (a) male (b) female | | |
| ii). | Age | | | (a) 25-30  (b) 30-35  (c) 35-40  (d) 45 and above |
| iii) | Designation | | (a) Procurement Officer (b) Logistics Officer  (c) Procurement / Logistics Manager (d) Other\_\_\_\_\_\_\_\_\_\_\_\_ | |
| vi) | Qualification | | | (a) Professional   1. Amateur |
| v) | Level of Education attained | | | (a) School Certificate (b) Diploma  (c) Degree (d) Master’s Degree |

**Section A – Subsection I-Knowledge of Computer and accessories**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No** | **Research questions** | **Yes** | **No** | **Don’t know** |
| 6 | Does the organization use computers?  Include: personal computers, nettops, portable computers such as laptops, notebooks, netbooks, tablets and other portable devices such as smartphones and Personal Digital Assistants (PDAs) |  |  |  |
| 7 | What percentage of people in the organization use computers, as defined in question 1, for their work?  Include: Employees, all agency staff on your payroll | **50 %** | **75%** | **98%** |
|  |  |  |
| **Section A: Subsection II - Access and use of the internet** | | | | |
| 8 | Does this organization have internet access? | **Yes** | **No** | **Don’t know** |
|  |  |  |
| 9 | What percentage of people in this organization use computers with internet access for their work? | **50 %** | **75 %** | **90 %** |
|  |  |  |
| 10 | What is the maximum contracted download speed of the fastest fixed internet connection of this organization? | **50mbp** | **100mbp** | **>100mbp** |
|  |  |  |
|  |  | **Yes** | **No** | **Don’t know** |
| 11 | Does this organization have a website, either its own or third party? |  |  |  |
| 12 | Does the organization have on-line ordering or reservation/booking, for example using a shopping cart? |  |  |  |
| 13 | Does this organization use any of the following social media? Social networks, for example Facebook, Linkedin, What’s app organization’s blogs or microblogs, for example Twitter, Presently Multimedia content sharing websites, for example YouTube, Flickr, Picasa |  |  |  |

**Section A-Subsection III - ICT Specialists and Skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No** | **Research questions** | **NGO ICT Staff** | **Mainly external suppliers** | **No**  **idea** |
| 14 | Maintenance of ICT infrastructure, for example servers, computers, printers, networks |  |  |  |
| 15 | Support for office software, for example  word processors, spreadsheets, etc. |  |  |  |
| 16 | Maintenance of ICT infrastructure, for example servers, computers, printers, networks |  |  |  |
| 17 | Support for office software, for example  word processors, spreadsheets, etc |  |  |  |
| 18 | Development of organization’s management software/systems, for example ERP software, HR databases |  |  |  |
| 19 | Development of web solutions, for example websites,  e-procurement solutions |  |  |  |
| 20 | Security and data protection, for example security testing, security software |  |  |  |
| **Section B: E-Invoices and E-Procurement**  *Invoices can be in paper or electronic form. Invoices in electronic form can be of two types: E-invoices in a standard structure suitable for automated processing, for example EDI, XML. These are exchanged either directly or via service operators or via an electronic banking system Invoices in electronic form not suitable for automated processing, for example e-mails, pdf e-mail attachments, images in TIF, JPEG or other format.* | | | | |
| 21 | During 2019, did this organization issue/send any type of invoices in electronic form? | **Yes** | **No** | **I don’t know** |
|  |  |  |
| 22 | If yes, of all invoices this organization issued/sent to suppliers, what percentage were issued/sent as:  E-invoices in a format suitable for automated processing, for example EDI, XML? | **Less than 50%** | **More than 50%** | **More than 75%** |
|  |  |  |
| 23 | Invoices in an electronic format not suitable for automated processing, for example emails, PDF email attachments, images in TIF, JPEG or other formats? Only paper invoices? |  |  |  |
| 24 | Of all invoices this organization received during 2019, what percentage were received as: e-invoices in a format suitable for automated processing, for example EDI, XML? |  |  |  |
| 25 | Paper invoices or invoices in a format not suitable for automated processing, for example emails, PDF email attachments, images in TIF, JPEG or other formats? |  |  |  |
| 26 | During 2019, did this organization receive any orders from suppliers for goods or services via a website or apps? *Include: orders received for utilities, goods, materials and services over a website or via web forms over the internet or an extranet* | **Yes** | **No** | **Don’t know** |
|  |  |  |
| 27 | During 2019, did this organization receive any goods or services from suppliers via EDI type messages (i.e electronic transmission methods which allowed their automated processing, for example internet or non-internet EDI, XML, EDIFACT etc)? |  |  |  |
| 28 | During 2019, did this organization place any orders for goods or services, excluding capital goods, via websites, apps or EDI type messages?  *Include: orders placed for utilities, goods, materials and services over websites or via web forms over the internet or an extranet, other ICTs such as EDI, automated telephone entry*  *Exclude: manually typed email, phone (person to person) and conventional fax enquiries that did not result in placing an order* |  |  |  |
| **In the box below, please add any comments that you would like to make.** | | | | |
|  | | | | |
| ***Thank you for completing this questionnaire.*** | | | | |