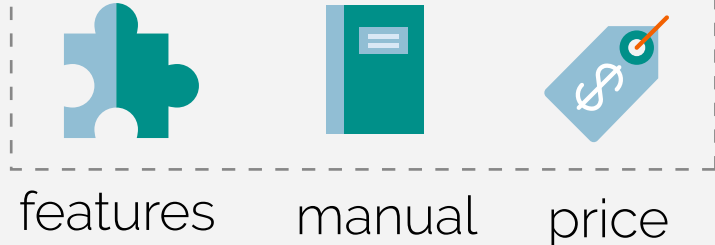


10 STEPS TO BUYING BUSINESS SOFTWARE

1. UNDERSTAND 2 TYPES OF THE SOFTWARE PROVIDERS

Selling tools

WEBSITES WITH



features manual price

+ Less expensive - Not customized

+ Ready to be used - Limited support

Selling solutions

WEBSITES WITH



cases

+ Customized - Expensive

+ Full service - Need to wait

2. UNDERSTAND YOUR NEEDS

Think about why you need a new business software and what it should do for your business.

Some features may be more important than the others.

Create 2 lists of features



Must haves



Nice to haves

3. DETERMINE YOUR BUDGET

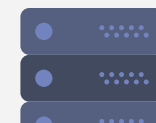
Determine how important the business process is and how much money your company will earn with the new software.

This may give you a good clue to determining a budget for the new business software.

Costs of software



Maintenance



Hardware



Price



Learning



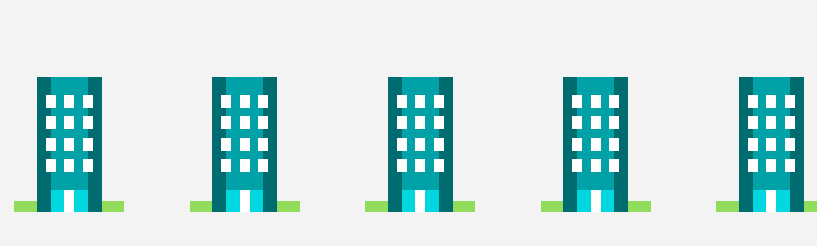
Setup

4. SEARCH FOR CANDIDATES

Make a deep search for business software vendors selling the type of software you need.

Use your must haves list of features and decide if this computer program should be considered or not.

Create a list of candidates

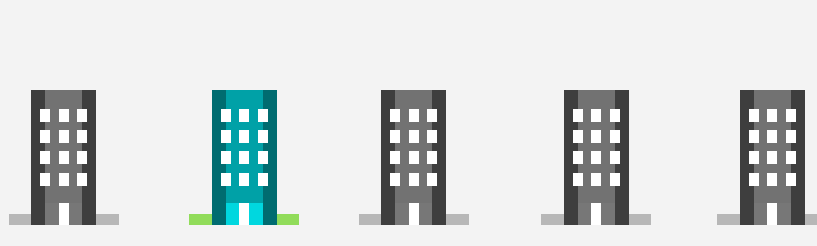
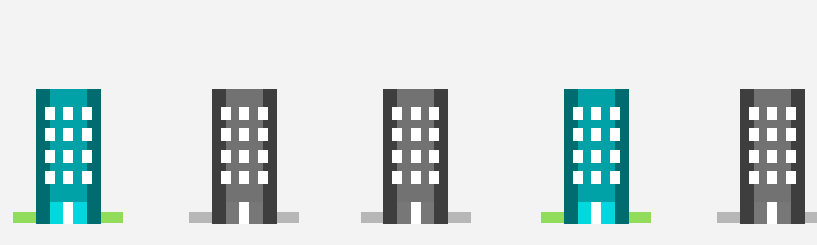


5. SHORT LIST

Now move on to your nice to have list of features and assess each software from your broad list.

You should have short list with 3-5 candidates in it.

Choose 3 - 5 best providers

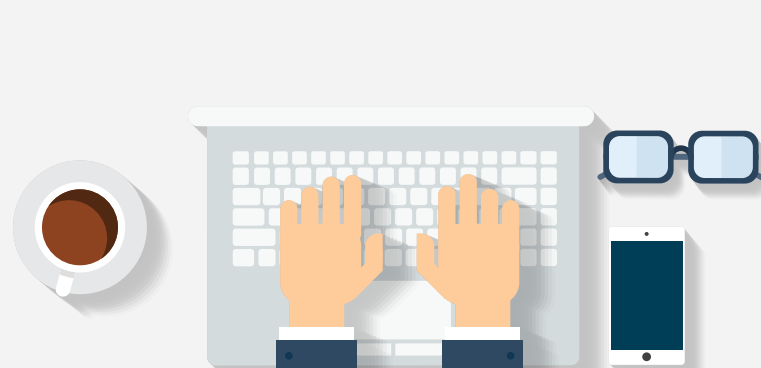


6. GET A DEMO

Request a demo from each of the short-listed vendors.

Consider how fast the system is, how many clicks you need to do for each action, how good the layout is, how the interface can be adjusted, etc.

Try each software



7. ASK THE INTERNAL USERS

Don't be on your own.

Ask your colleagues for their opinion.

Even if you will be the only user of the program get someone else opinion.

What the future users think?



8. SEARCH FOR REVIEWS

Next, search for review and opinions of other people who already use this business software.

Use forums and blogs to understand how each software performs in a long run.

Read forums and reviews

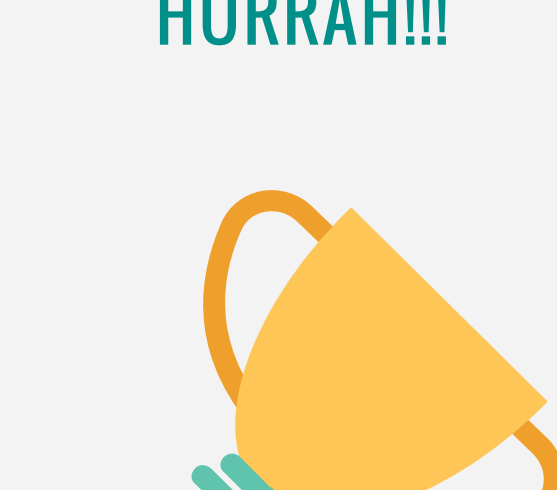


9. CHOOSE THE WINNER

Finally, you can choose the winner.

Analyze all your findings and decide which of the business software vendors will be better in your case.

HURRAH!!!



10. NEXT STEPS

Now you are ready to contact the chosen software vendor.

Don't forget to discuss the timeline of the integration process. If you are going to use your internal IT team, make sure they have enough skills and time for this.

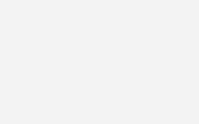
Plan your future steps



Schedule a meeting



Create a timetable



Check skills of your team

This infographic was created by LOGISION

READ MORE BUSINESS ARTICLES AT WWW.LOGISION.COM

DESIGNED BY SIMZO.GRAPHICS

