

10 STEPS TO BUYING BUSINESS SOFTWARE

Here is how to select
the most appropriate
software for your
business



Understand types of 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

+ Full service

- Expensive

- Need to wait

**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

**Determine
your budget**

Costs of software



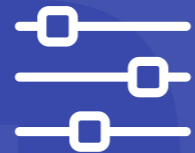
Maintenance



Hardware



Price



Setup



Learning

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

Search for candidates

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

Create a list of candidates



Short list

Choose 3 - 5 best providers



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

Get a demo

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

Try each software



Ask internal users

What the future users think?



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.**

**Find reviews
and opinions**

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

Read forums and reviews



**Choose
the winner**

HURRAH!!!



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

Next steps

Don't forget to discuss the **timeline** of the integration process. Make sure your IT team has enough **skills** and time for this.

Plan your future steps



Schedule a meeting



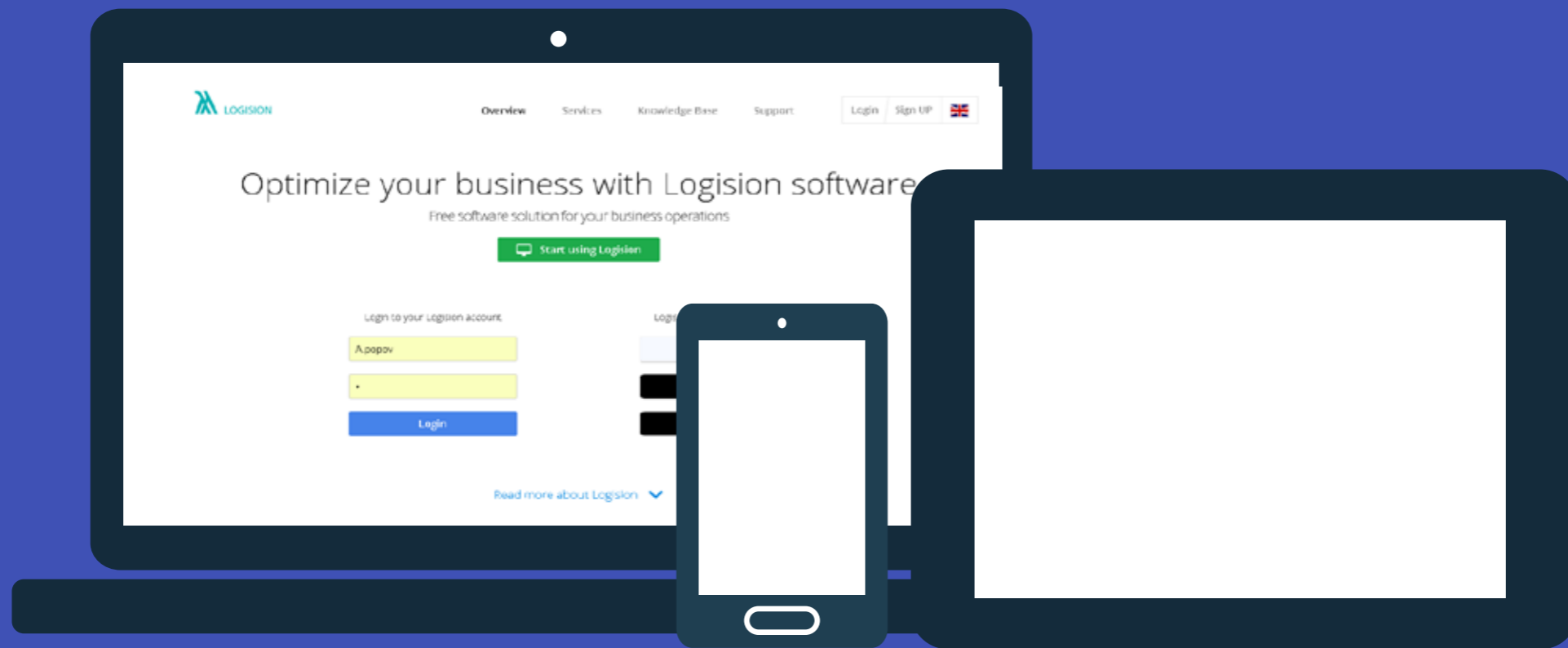
Create a timetable



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