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Masterclass : e-Procurement & Purchasing Management

The Complete Course on e-Procurement & Purchasing Management

(10 Days Training Course)

Course Dates :

- Munch - Germany : 18 - 29 March 2019 (10 Days Training Course)
- London - U.K : 25 March - 5 April 2019 (10 Days Training Course)
- Washington, D.C - U.S.A : 8 - 19 April 2019 (10 Days Training Course)
- Singapore : 6 - 17 May 2019 (10 Days Training Course)
- London - U.K : 8 - 19 July 2019 (10 Days Training Course)

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Why Choose this Training Course?

e-Procurement is the method that businesses use to procure and sell goods and services across the Internet. This method of using the Internet is becoming more frequent as companies are finding that e-procurement is not only facilitating the process, but they are making significant savings in costs. This comprehensive training course focuses on the development and management of e-procurement in an organization which leads onto the management of the complete procurement process.

This course aims to teach how to establish an e-procurement system within an organization that needs to purchase and sell through the Internet. The various stages of implementation of the process are discussed in some depth. Furthermore, this training course covers the skills required to lead a procurement team to world class performance. It focuses on the common “gaps” in performance that must be filled in order for Purchasing Management to provide the continuous improvements needed for organizations to meet their strategic objectives. We establish how to provide and measure procurement contributions to the organization so that this critical function in the company can be assessed.

By the end of this course, participants will be able to:

- Learn the principles of e-procurement
- Understand the requirements needed to develop an e-procurement system
- Understand how to implement an e-procurement system
- Learn how to manage an e-procurement system
- Develop strategic purchasing plans
- Discuss how to improve internal customer service
- Explore many ways of reporting key performance indicators (KPI)
- See how to apply past supplier performance for better selection
- Appreciate the principles of negotiation
- Be presented with the most important competencies for purchasing personnel

How will this Training Course be Presented?

This training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. Participants will increase their knowledge base and skill sets through a variety of instructional methods including lecture by an experienced practitioner and consultant who has considerable first-hand experience and group exercises and group discussions covering current practices and their relationship to the implementation of new concepts.

Module 1: The Complete Course on e-Procurement

Day One: Traditional Procurement Procedures

The Organization's Procurement Function
Strategic Sourcing
Supplier Selection and Evaluation and Performance
An Introduction to e-Procurement
What is Needed to Develop an e-Procurement System?

Day Two: The Development of e-Procurement

Developing the Steps for an e-Procurement System
What can an e-Procurement do for the Organisation
Components of an e-Procurement System Components
Internal Customer Ordering and Approvals System through e-Procurement
Developing an E-quotation Preparations and Evaluation System
Evaluating an E-quotation System

Day Three: e-Procurement Models and Negotiation

E-procurement in the Organisation
Negotiating techniques to Avoiding Confrontational Negotiating
New Techniques in Influencing
Understanding the Power in Negotiating
Negotiating Pressure points and Countermeasures
Negotiation Exercises

Day Four: e-Procurement Management

e-Procurement Risk and Workflows
e-Procurement Processes
e-Procurement Hardware and Software
e-Procurement User Administration
e-Procurement Security

Day Five: Organizational Improvement through e-Procurement

Integrating e-Procurement Systems into the Organisation
Integration Issues
e-Procurement and Contract Law
Contracts and Electronic Signatures
Contract Formation and e-trading
Making Changes in the Organization

Module 2: The Complete Course on Procurement Strategy Management

Day Six: Steps to Becoming World Class

What World Class Procurement Departments do differently
Category Management & Strategic Sourcing
The Kraljic Matrix
Winning Procurement Competencies
Build a Solid Business Case

Day Seven: Evaluating Your Own Operation

Procurement Gap & Benchmarking Analysis
Spend & Opportunity Analysis
Developing the Procurement Department Strategic Plan
Developing Key Performance Indicators (KPI) For Procurement
Material Chain Management

Day Eight: Continuous Improvement Roadmap

Key Enablers of Procurement
Agile Procurement
Supplier Pricing and Managing Price
Cost Reduction Strategies
Digitalisation

Day Nine: Supplier Management Approaches

Supplier Classification System
Supplier Qualification Methods
Supplier Performance Metrics
Managing Procurement Risks
Contract Management

Day Ten: Improving the Image of Procurement

Global Sourcing
Market Intelligence
Stakeholder Management
Ethics & Corporate Social Responsibility
Keeping Current in the profession