

E-Procurement & Purchasing Management

Accra (Ghana)

21 - 25 April 2025

UK Training

PARTNER



E-Procurement & Purchasing Management

Code: SC28 From: 21 - 25 April 2025 City: Accra (Ghana) Fees: 3700 Pound

Introduction

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.

Course Objectives of E-Procurement & Purchasing

- 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
- See how to apply past supplier performance for better selection

Course Outlines of E-Procurement & Purchasing

Module 1: The Complete Course on e-Procurement

Day 1

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?

The Development of e-Procurement

A graphic of a chessboard with several chess pieces (a king, a pawn, and a knight) on it, set against a background of concentric circles.

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- 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 2

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

E-Procurement Management

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

Day 3

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 4

Evaluating Your Own Operation

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

Continuous Improvement Roadmap

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

Day 5

Supplier Management Approaches

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

Improving the Image of Procurement

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

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) in gold and silver, set against a background of concentric white circles on a light gray surface.

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