BLACKBIRD FOR TRAINING

E-Procurement & Purchasing Management

28 March – 1 April 2027
Amman (Jordan)

UK Traininig
PARTNER



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Introduction

In today's fast-paced business world, e-procurement has become a crucial method for companies to purchase and sell goods and services across the Internet. By utilizing the power of technology, e-procurement systems not only streamline procurement processes but also offer significant cost savings. This comprehensive e-procurement training course is designed to provide a deep dive into the principles and practices of digital procurement strategy, focusing on developing, managing, and optimizing e-procurement systems within an organization. The course covers the complete procurement process, from strategic sourcing to supplier management, ensuring you gain the necessary knowledge to effectively manage procurement and enhance operational efficiency.

Course Objectives

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

- Understand the principles of e-procurement and the benefits of e-procurement systems in modern organizations.
- Learn how to develop an e-procurement system, including the necessary components and steps involved.
- Implement and manage an e-procurement system effectively to optimize purchasing workflows.
- Develop strategic procurement management plans that align with organizational goals.
- Apply supplier performance data to improve supplier selection and management in the procurement process.
- Gain an understanding of the various e-procurement methods and their application to streamline procurement operations.

Course Outlines

Module 1: The Complete Course on e-Procurement

Day 1: Traditional Procurement Procedures and Introduction to e-Procurement



- Overview of Traditional Procurement Procedures:
  - The role of procurement in an organization.
  - Strategic sourcing and supplier selection.
  - Supplier evaluation and performance management.
- Introduction to e-Procurement:
  - What is e-procurement? Definition of e-procurement and its significance.
  - Components of an effective e-procurement system.
  - Requirements needed to develop an e-procurement program.
- Developing an e-Procurement System:
  - Steps involved in creating a fully functional e-procurement system.
  - The role of internal customer ordering and approvals.
  - Developing an e-quotation system for preparation and evaluation.

Day 2: E-Procurement Models and Negotiation Techniques

- E-Procurement Models:
  - Understanding different e-procurement methods and how they fit within your organization's needs.
  - E-procurement process and its integration into business operations.
- Negotiation in E-Procurement:
  - Techniques to avoid confrontational negotiation in procurement management.
  - New negotiation strategies in e-procurement.
  - Negotiating pressure points and using effective negotiation techniques in procurement.
- E-Procurement Management:
  - Risk management and workflows in e-procurement systems.
  - Managing e-procurement security and user administration.

Day 3: Organizational Improvement through E-Procurement

- Integrating E-Procurement Systems:
  - How to successfully integrate e-procurement systems into your organization's workflow.
  - Addressing common integration issues and challenges.
- E-Procurement and Contract Law:
  - Understanding how e-procurement relates to contract law, electronic signatures, and contract formation.
  - Using e-trading in procurement and managing changes within the organization.

Module 2: The Complete Course on Procurement Strategy Management

Day 4: Evaluating Your Own Procurement Operation



- Procurement Gap & Benchmarking Analysis:
  - How to assess your procurement processes and identify gaps.
  - Spend analysis and identifying procurement opportunities.
- Developing a Strategic Procurement Plan:
  - Crafting a long-term procurement strategy that aligns with organizational goals.
  - Setting key performance indicators KPIs for procurement.
  - Material Chain Management and ensuring continuous improvement in procurement processes.

Day 5: Supplier Management Approaches

- Supplier Classification System:
  - How to categorize suppliers for better management.
  - Supplier performance metrics and how to apply them.
- Procurement Risk Management:
  - Techniques to manage risks in the procurement process.
  - Approaches to contract management and improving procurement processes.
  - Global sourcing, market intelligence, and stakeholder management.

Why Attend This Course: Wins & Losses!

This course offers a unique opportunity to develop and refine your e-procurement management skills while gaining a comprehensive understanding of strategic procurement management. Attendees will benefit from:

- Gaining practical insights into the e-procurement process, and how digital procurement strategies can streamline your organization’s purchasing and procurement activities.
- Understanding the advantages of e-procurement systems, including cost reduction, efficiency, and enhanced supplier management.
- Learning to apply procurement best practices in e-procurement systems for more effective purchasing management and better supplier performance evaluation.
- Acquiring the skills to manage purchasing and supply chain procurement, ensuring smooth and effective procurement operations in your organization.

By mastering e-procurement methods and purchasing management, you’ll be equipped to make informed decisions, reduce procurement costs, and contribute to your organization’s success.

Conclusion

Whether you're just starting with e-procurement or looking to optimize existing systems, this course will provide the tools, knowledge, and strategies needed to improve your organization's procurement processes. By integrating e-procurement into your business, you can drive efficiency, cost savings, and supplier relationship management to new heights. Don’t miss the opportunity to advance your skills in procurement and supply chain management through this comprehensive training.

