

€ TRAINING

E-Procurement: Implementation &
Management



E-Procurement: Implementation & Management

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 that leads to 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.

Course Objectives:

At the end of this course the 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

Targeted Audience:

- Professionals in Purchasing, Procurement and Supply Management Operations and Finance
- All those interested in the development and implementation of an e-procurement system
- Those who are involved in the planning, evaluation, preparation, and management of tenders, awards, contracts, and purchases that cover the acquisition of materials, equipment, and services and who are in organizations whose leadership want high levels of competency in those involved in contracts and purchasing activities

Course Outlines:

Unit 1: Traditional Procurement Procedures:

- Procurement in the organization
- Strategic sourcing
- Supplier evaluation and performance
- Apply performance to procurement decisions
- What is e-procurement
- Pre-requisites for developing an e-procurement system

Unit 2: E-Procurement Development:

- Steps in developing an e-procurement system
- The capabilities of e-procurement
- Developing an e-procurement internal customer ordering and approvals system
- Developing an e-quotation preparations system
- Developing an e-quotation evaluation system
- Developing an e-purchase order system

Unit 3: E-Procurement Models and Negotiation:

- E-Procurement business models
- Avoiding confrontational negotiating
- New techniques in influencing
- Understanding the other negotiator's power
- Negotiating pressure points and countermeasures
- Negotiation exercises

Unit 4: E-Procurement Management:

- E-procurement workflows
- E-procurement processes
- Managing an e-procurement system
- E-procurement hardware and software
- E-procurement user administration
- E-procurement

Unit 5: Organizational Improvement through E-Procurement

- Integrating e-procurement systems into the business process
- Integration issues
- E-procurement and contract law
- Contracts and electronic signatures
- Contract formation and e-trading
- Making changes in the organization