CERTIFIED INTERNATIONAL PROCUREMENT PROFESSIONAL



GENTEX®
TRAINING CENTER

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Introduction

Procurement professionals are measured on the value they secure and the risk they keep out of the business. That means running disciplined sourcing processes, evaluating suppliers on evidence, negotiating terms that hold up, and documenting every decision so it survives review. This Certified International Procurement Professional Training Course gives procurement officers, buyers, and supply chain staff a complete working method for international purchasing. Participants learn how to analyse spend, prepare tenders, evaluate bids with weighted criteria, negotiate with structure, administer contracts, and manage supplier performance. Furthermore, the course covers procurement ethics, anti-bribery controls, and the governance that keeps purchasing defensible.

Certified International Procurement Professional Course Objectives

- Apply the procurement cycle from need identification to contract management.
- Conduct spend analysis and classify purchases for appropriate treatment.
- Run supplier prequalification, due diligence, and market assessment.
- Prepare tender documents, requests for quotation, and evaluation criteria.
- Evaluate bids using weighted scoring and total cost of ownership analysis.
- Negotiate with structured planning, BATNA analysis, and concession strategy.
- Draft and review contract terms covering price, delivery, quality, and remedies.
- Administer contracts, variations, claims, and service level performance.
- Control procurement risk: supply, financial, compliance, and ethical.
- Apply Incoterms 2020, anti-bribery standards, and segregation of duties.

Course Methodology

- Facilitated sessions built on real tenders, contracts, and supplier records.

GENTEX® TRAINING CENTER

- Case workshops on sourcing decisions, negotiation deadlocks, and disputes.
- Spreadsheet drills on spend analysis, weighted evaluation, and cost comparison.
- Role-play negotiation exercises with structured feedback.
- Group exercise on a sourcing plan and supplier evaluation model.

Who Should Take This Course

- Procurement and purchasing officers and specialists.
- Buyers and assistant category managers.
- Contracts and tender administration staff.
- Supply chain and materials planning professionals.
- Project and operations staff who purchase goods and services.
- Internal audit and compliance officers reviewing purchasing.

Certified International Procurement Professional Course Outlines

Day 1: Procurement Fundamentals and Spend Analysis

- Procurement's role in cost, quality, delivery, and risk.
- The procurement cycle and the source-to-pay process.
- Spend analysis: data sources, classification, and the spend cube.
- Direct versus indirect spend and category grouping.
- Procurement policy, authority limits, and approval routes.
- Stakeholder requirements and specification development.
- Procurement performance indicators: savings, compliance, and cycle time.

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Day 2: Supplier Selection and Tender Management

- Supplier prequalification criteria and financial health checks.
- Due diligence, sanctions screening, and reference verification.
- Tender documents: scope, specifications, and terms of reference.
- Request for quotation versus request for proposal and when each fits.
- Bid evaluation matrices with weighted technical and commercial criteria.
- Total cost of ownership and lifecycle costing in evaluation.
- Award recommendation, approvals, and supplier feedback.

Day 3: Negotiation and Commercial Skills

- Preparing to negotiate: objectives, limits, and walk-away points.
- BATNA analysis and assessing the balance of power.
- Price, cost, and value-based negotiation approaches.
- Concession planning, packaging, and trading across variables.
- Handling difficult tactics, stalling, and deadlock.
- Negotiating payment, delivery, warranty, and penalty terms.
- Documenting outcomes and confirming agreements.

Day 4: Contract Management and Supplier Performance

- Contract structure: scope, price mechanisms, and service levels.
- Key clauses: delivery, quality, title, risk, termination, and disputes.
- Incoterms 2020 and their effect on cost and risk transfer.
- Contract administration, variations, and claims handling.

- Supplier performance scorecards and review meetings.
- Supplier relationship management and development actions.
- Renewal, extension, and exit planning.

Day 5: Risk, Ethics, and Procurement Governance

- Categories of procurement risk and mitigation planning.
- Supply continuity, single-source, and currency risk.
- Anti-bribery, gifts and hospitality, and conflict of interest controls.
- Fraud indicators in procurement and detection methods.
- Internal controls, segregation of duties, and audit trails.
- Sustainable and ethical sourcing expectations.
- Building a procurement compliance improvement roadmap.

Conclusion

By successfully completing the Certified International Procurement Professional Training Course, participants will have acquired a thorough working knowledge of the procurement cycle, spend analysis, supplier selection and tendering, weighted bid evaluation, structured negotiation, contract administration, supplier performance management, and procurement risk and ethics control. They will leave able to run defensible sourcing processes, secure better commercial terms, and hold suppliers to measurable standards. Gentex Training Center delivers this programme with procurement practitioners who manage international purchasing in live organisations.

LEARN BOLD. **LEAD BEYOND**
GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

FAQs for the Certified International Procurement Professional course

Q1 What is the "Certified International Procurement Professional" course about?

It is a five-day programme on professional purchasing practice from need identification to contract management. It covers spend analysis, supplier selection and tendering, bid evaluation, negotiation, contract administration, supplier performance, and procurement risk and ethics.

Q2 What are the key benefits of the "Certified International Procurement Professional" course?

Participants run sourcing processes that survive audit, secure better commercial terms through structured negotiation, and reduce supply and compliance risk with documented supplier controls. They also gain spend visibility and savings evidence that management can verify.

Q3 What skills will I gain from the "Certified International Procurement Professional" course?

You will gain procurement cycle and spend analysis management, supplier selection and tender preparation with weighted bid evaluation, structured negotiation and contract administration, and supplier performance and procurement risk control.

GENTEX® TRAINING CENTER

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Q4 What tools, methods, or standards are covered in the "Certified International Procurement Professional" course?

The course works with spend cube analysis and category grouping, the source-to-pay process, prequalification and due diligence checklists, request for quotation and request for proposal documents, weighted bid evaluation matrices, total cost of ownership and lifecycle costing models, BATNA analysis and concession planning, Incoterms 2020 rules, service level agreements and supplier scorecards, anti-bribery and conflict of interest controls, and segregation of duties with procurement audit trails.

Q5 How is the "Certified International Procurement Professional" course applied in real-world practice?

Teams apply it when preparing a tender for goods or services, evaluating supplier proposals, negotiating a supply agreement, reviewing contract terms before signature, processing a variation or claim, and running an annual supplier performance review. It also guides procurement audit preparation and spend reporting.