# E-PROCUREMENT & PURCHASING MANAGEMENT



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# Introduction

E-Procurement & Purchasing Management examines how organizations combine digital platforms with strong purchasing discipline to control cost, quality, and supply risk. This Training Course covers category management, sourcing strategy, supplier selection, negotiation, and purchase order control. Participants study e-tendering, e-auctions, catalogue buying, and procurement-to-pay automation alongside the classic purchasing toolkit. Furthermore, the programme links platform capability to commercial results through case studies and negotiation labs. As a result, delegates leave able to run a modern purchasing function with measurable savings.

# E-Procurement & Purchasing Management Course Objectives

- Define procurement, purchasing, and sourcing and explain their differences.
- Apply Kraljic matrix and category management to segment spend.
- Run structured sourcing events using RFI, RFP, and RFQ processes.
- Execute e-tendering, reverse auctions, and electronic bid evaluation.
- Build negotiation plans using BATNA and value-based negotiation.
- Apply total cost of ownership (TCO) analysis to supplier selection.
- Manage the purchase order cycle from requisition to payment.
- Configure catalogue buying, punchout, and guided procurement.
- Set supplier performance measures and manage supplier relationships.
- Control spend, maverick buying, and procurement fraud risk.

# Course Methodology

- Interactive workshops using real purchasing and sourcing case studies.

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- Structured negotiation labs with coached feedback and peer review.
- Guided demonstrations of e-tendering, e-auctions, and catalogue buying.
- Spend analysis and category segmentation exercises on real data sets.
- Facilitated discussion of supplier relationship and risk scenarios.
- Action planning that converts each session into a workplace commitment.

## Who Should Take This Course

- Purchasing and procurement officers and managers.
- Category managers and sourcing specialists.
- Supply chain and operations professionals.
- Contract and supplier relationship managers.
- Finance and cost control business partners.
- ERP and procurement systems users.
- Internal control and compliance professionals.

## E-Procurement & Purchasing Management Course Outlines

## Day 1: Purchasing Fundamentals and Strategic Role

- Defining procurement, purchasing, sourcing, and supply management.
- The purchasing cycle from need identification to payment.
- Strategic versus tactical purchasing and their operating models.
- Kraljic matrix: leverage, strategic, bottleneck, and routine items.
- Category management and spend analysis basics.
- Procurement governance, policy, and delegation of authority.

- Mapping purchasing maturity in the organization.

## Day 2: Sourcing Strategy and Supplier Selection

- Make-or-buy decisions and outsourcing considerations.
- Market analysis and supplier market intelligence.
- Supplier prequalification, screening, and due diligence.
- RFI, RFP, and RFQ design and evaluation criteria.
- Weighted scoring models and total cost of ownership (TCO).
- Single versus multi-source strategies and risk balance.
- Award recommendation and contracting handoff.

## Day 3: E-Sourcing, E-Tendering, and Negotiation

- e-Tendering platforms and electronic bid management.
- Reverse auctions: design, rules, and category suitability.
- Sealed bid, open book, and multi-round negotiation formats.
- Negotiation planning: BATNA, ZOPA, and value creation.
- Price versus value negotiation and concession strategy.
- Supplier behaviour, ethics, and anti-bribery in negotiations.
- Recording and documenting negotiation outcomes.

## Day 4: Order Management and Procurement-to-Pay

- Requisition and purchase order creation and approval.
- Catalogue management, punchout, and guided buying.
- Order expediting, receipting, and goods-in verification.
- Invoice matching, three-way match, and exception resolution.

- Payment terms, early payment discounts, and cash flow impact.
- Supplier onboarding portals and master data governance.
- Procurement KPIs: cycle time, savings, and compliance rate.

## Day 5: Supplier Performance, Risk, and Continuous Improvement

- Supplier performance scorecards and KPI frameworks.
- Supplier relationship management and business reviews.
- Supply risk assessment and contingency planning.
- Contract compliance, renewal, and exit planning.
- Spend analytics, savings tracking, and reporting.
- Procurement fraud red flags and control design.
- Personal action plan and continuous improvement roadmap.

## Conclusion

By successfully completing E-Procurement & Purchasing Management, participants will have acquired a practical command of category management, sourcing strategy, negotiation, and procurement-to-pay control. They will know how to segment spend, run e-tendering and auctions, and select suppliers using total cost of ownership. In addition, the course prepares delegates to measure supplier performance and reduce maverick buying and fraud risk. As a result, they return to work ready to run purchasing with commercial discipline. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

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# FAQs for the E-Procurement & Purchasing Management course

## Q1 What is the "E-Procurement & Purchasing Management" course about?

It is a five-day programme that combines digital procurement platforms with core purchasing discipline. It covers category management, sourcing strategy, supplier selection, negotiation, e-tendering and e-auctions, procurement-to-pay automation, supplier performance, and spend control.

## Q2 What are the key benefits of the "E-Procurement & Purchasing Management" course?

Participants gain the skills to cut purchase costs, shorten sourcing cycles, and improve supplier quality and delivery reliability. They also learn to reduce maverick spending, strengthen contract compliance, and report savings that leadership can verify with real spend data.

## Q3 What skills will I gain from the "E-Procurement & Purchasing Management" course?

Category management with Kraljic segmentation, sourcing strategy and supplier selection with TCO analysis, negotiation planning with BATNA and value-based techniques, and procurement-to-pay control with supplier performance management.

## Q4 What tools, methods, or standards are covered in the "E-Procurement & Purchasing Management" course?

The course covers the Kraljic matrix, category management frameworks, RFI/RFP/RFQ processes, weighted scoring models, total cost of ownership (TCO), BATNA and ZOPA negotiation analysis, reverse auction mechanics, SAP Ariba and Coupa platform concepts, punchout and catalogue configuration, three-way matching, supplier scorecards, and procurement fraud control design.

## Q5 How is the "E-Procurement & Purchasing Management" course applied in real-world practice?

Delegates apply it through category strategies, sourcing events, supplier prequalification, negotiation plans, purchase order and invoice workflows, catalogue and punchout rollouts, supplier review meetings, and spend dashboards. They also use it to run cost reduction projects and coach buying teams on commercial discipline.