E-PROCUREMENT



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Introduction

E-Procurement examines how organizations move sourcing and purchasing from paper and email into digital platforms that control spend, speed up cycles, and improve transparency. This Training Course covers e-tendering, e-auctions, catalogue buying, electronic purchase orders, and e-invoicing. Participants study platform selection, supplier onboarding, integration with ERP systems, and the controls that keep digital procurement compliant. Furthermore, the programme connects platform features to real buying workflows through demonstrations and case review. As a result, delegates leave able to implement e-procurement with measurable savings.

E-Procurement Course Objectives

- Define e-procurement and distinguish it from traditional purchasing.
- Map source-to-pay and procure-to-pay processes in digital form.
- Run e-tendering, reverse auctions, and electronic RFx events.
- Configure catalogue management, punchout, and guided buying.
- Automate requisitions, purchase orders, and goods receipt.
- Implement e-invoicing and three-way matching workflows.
- Onboard suppliers digitally and manage supplier portals.
- Integrate e-procurement platforms with ERP and finance systems.
- Apply controls for segregation of duties and fraud prevention.
- Use spend analytics and dashboards to track savings and compliance.

Course Methodology

- Interactive workshops using e-procurement implementation case studies.
- Guided demonstrations of e-tendering, e-auction, and catalogue buying.
- Structured group exercises on platform requirements and selection.

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- Hands-on mapping of source-to-pay and data integration flows.
- Facilitated discussion of supplier adoption and change management.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

- Procurement officers, buyers, and category managers.
- Supply chain and operations professionals.
- ERP and procurement systems analysts.
- Accounts payable and shared services staff.
- Contract and supplier relationship managers.
- Internal control and compliance professionals.
- Digital transformation and process improvement leads.

E-Procurement Course Outlines

Day 1: E-Procurement Fundamentals

- Defining e-procurement and its business case.
- Source-to-pay and procure-to-pay in digital form.
- Channel models: e-catalogues, punchout, RFx, and spot buying.
- Platform landscape: SAP Ariba, Coupa, Oracle Procurement Cloud, Jaggaer.
- Cloud versus on-premise deployment and pricing models.
- Procurement operating models in digital organizations.
- Mapping the current procurement process for digitization.

Day 2: E-Sourcing, E-Tendering, and E-Auctions

- Electronic RFI, RFP, and RFQ design.
- Weighted scoring and automated bid evaluation.
- Reverse auctions: design, rules, and supplier behaviour.
- Sealed bid and multi-round negotiation formats.
- Supplier qualification and compliance screening.
- Award scenario modelling and savings calculation.
- e-Sourcing audit trails and governance.

Day 3: Requisition-to-Pay Automation

- Guided buying and catalogue management setup.
- Punchout integration with supplier marketplaces.
- Requisition approval workflows and spend thresholds.
- Automated purchase orders and goods receipt matching.
- e-Invoicing standards and straight-through processing.
- Three-way matching and exception handling.
- Cycle time reduction and error rate KPIs.

Day 4: Supplier Onboarding, Integration, and Controls

- Digital supplier onboarding and self-registration portals.
- Supplier master data governance and bank detail verification.
- Integration architecture: ERP, finance, contracts, and tax systems.
- Segregation of duties and fraud prevention controls.
- Access management, roles, and audit logging.
- Data privacy and cross-border data compliance.
- Control testing and internal audit readiness.

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Day 5: Analytics, Adoption, and Programme Success

- Spend analytics, category dashboards, and savings tracking.
- Compliance reporting and maverick spend reduction.
- Change management for buyers, approvers, and suppliers.
- Training, help desk, and user adoption strategies.
- Measuring programme ROI and benefits realization.
- Continuous improvement and roadmap planning.
- Personal action plan and programme governance.

Conclusion

By successfully completing E-Procurement, participants will have acquired a practical command of e-sourcing, requisition-to-pay automation, supplier onboarding, and control design. They will know how to run e-auctions and e-tendering, configure catalogue buying, and integrate platforms with ERP and finance systems. In addition, the course prepares delegates to drive supplier adoption and measure real savings through analytics. As a result, they return to work ready to lead e-procurement programmes with confidence. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

FAQs for the E-Procurement course

Q1 What is the "E-Procurement" course about?

It is a five-day programme that explains how organizations run sourcing and purchasing through digital platforms. It covers e-tendering, reverse auctions, catalogue buying, requisition-to-pay automation, supplier onboarding, ERP integration, controls, and spend analytics.

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Q2 What are the key benefits of the "E-Procurement" course?

Participants gain the skills to cut cycle times and transaction costs, reduce maverick spending, and improve spend visibility across categories. They also learn to strengthen supplier data quality, embed internal controls, and deliver measurable savings that leadership can verify.

Q3 What skills will I gain from the "E-Procurement" course?

E-sourcing and e-tendering execution, requisition-to-pay automation with e-invoicing and matching, supplier onboarding and platform integration, and spend analytics with control design for fraud prevention.

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

The course covers SAP Ariba, Coupa, Oracle Procurement Cloud, and Jaggaer platform concepts, source-to-pay and procure-to-pay frameworks, reverse auction mechanics, catalogue and punchout configuration, e-invoicing and three-way matching, supplier portals, ERP integration design, segregation-of-duties controls, and spend analytics dashboards.

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Q5 How is the "E-Procurement" course applied in real-world practice?

Delegates apply it through e-tendering events, reverse auctions, catalogue and punchout rollouts, requisition approval design, supplier portal onboarding, ERP integration projects, control testing, and savings dashboards. They also use it to train buyers and approvers and to drive supplier adoption across regions.