MANAGING THE PROCUREMENT PROCESS



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Introduction

Managing the Procurement Process examines how organizations run buying activity end to end, from need identification to payment and supplier review. This Training Course covers process design, sourcing methods, tender management, approval controls, and spend analysis. Participants study the source-to-pay cycle, procurement policy, category management, and performance measurement. Furthermore, the programme connects process steps to practical decisions through workflow mapping and case exercises. As a result, delegates leave able to manage procurement as a controlled process with clear accountability at every stage.

Managing the Procurement Process Course Objectives

- Define the procurement process and its stages from need to payment.
- Map source-to-pay and procure-to-pay workflows in detail.
- Apply procurement policy, delegation limits, and approval controls.
- Segment spend using the Kraljic matrix and category management.
- Select sourcing methods and run competitive tendering properly.
- Manage requisitions, purchase orders, and three-way matching.
- Apply supplier selection, onboarding, and master data governance.
- Control process risk including segregation of duties and fraud prevention.
- Measure procurement performance using cycle time and savings KPIs.
- Support process improvement and procurement digitalisation.

Course Methodology

- Interactive workshops using real procurement process files.
- Structured process mapping and workflow design exercises.
- Sourcing and tender procedure simulation with coached feedback.

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- Guided review of approval controls and audit findings.
- Case discussion on fraud, maverick spend, and control failures.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

- Procurement managers, officers, and buyers.
- Process improvement and procurement transformation leads.
- Finance and accounts payable specialists.
- Compliance and internal audit professionals.
- Supply chain and operations staff.
- ERP and procurement systems analysts.
- Departmental staff raising requisitions.

Managing the Procurement Process Course Outlines

Day 1: Procurement Process Foundations

- Defining procurement and its role in organizational performance.
- The procurement process stages: identify, specify, source, contract, receive, pay.
- Source-to-pay and procure-to-pay process maps.
- Procurement operating models: centralised, decentralised, and hybrid.
- Policy, procedure, and delegation of authority frameworks.
- Roles and accountability across the process.
- Ethical standards and conflict-of-interest controls.

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Day 2: Planning, Spend Analysis, and Category Management

- Demand identification and requisition intake.
- Spend analysis, spend cube, and ABC classification.
- Category management and the Kraljic matrix.
- Procurement planning and consolidation opportunities.
- Make-or-buy assessment and specification input.
- Budget alignment and commitment accounting basics.
- Baseline setting and savings target planning.

Day 3: Sourcing and Tender Management

- Sourcing methods: direct purchase, RFQ, RFP, and open tender.
- Prequalification and supplier market research.
- Tender documentation and evaluation criteria.
- Weighted technical and commercial bid evaluation.
- Negotiation preparation and award recommendation.
- Contract award, notification, and debriefing.
- Records, audit trails, and challenge handling.

Day 4: Order Management and Process Controls

- Requisition to purchase order conversion and approvals.
- Purchase order terms and supplier acknowledgement.
- Order expediting, goods receipt, and inspection.
- Invoice matching, three-way match, and exception handling.

- Payment runs, tolerance rules, and dispute resolution.
- Master data governance for suppliers and items.
- Segregation of duties and fraud prevention controls.

Day 5: Performance, Improvement, and Digitalisation

- Procurement KPIs: cycle time, savings, compliance rate, and TCO.
- Spend under management and maverick spend reduction.
- Supplier performance feedback into the process.
- Process mapping for improvement and bottleneck removal.
- E-procurement platforms and automation opportunities.
- Change management, training, and adoption.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing Managing the Procurement Process, participants will have acquired a practical command of process mapping, sourcing, order management, and control design. They will know how to run procurement steps in sequence, apply approval and control rules, and keep records that withstand audit. In addition, the course prepares delegates to measure process performance and drive improvement. As a result, they return to work ready to manage procurement as a disciplined, auditable process. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

FAQs for the Managing the Procurement Process course

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Q1 What is the "Managing the Procurement Process" course about?

It is a five-day programme that explains how organizations run buying activity end to end. It covers process mapping, spend analysis, category management, sourcing and tender management, order and payment controls, performance measurement, and process improvement.

Q2 What are the key benefits of the "Managing the Procurement Process" course?

Participants gain the ability to run each procurement stage in the correct sequence, apply approval controls consistently, and keep records that survive audit. They also learn to reduce maverick spend, shorten cycle times, and report savings that finance accepts.

Q3 What skills will I gain from the "Managing the Procurement Process" course?

Procurement process mapping and workflow design, sourcing and tender procedure management with weighted bid evaluation, order and payment control with three-way matching, and process performance measurement with control and fraud prevention design.

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Q4 What tools, methods, or standards are covered in the "Managing the Procurement Process" course?

The course covers source-to-pay and procure-to-pay process maps, the Kraljic matrix, spend cube and ABC classification, RFQ, RFP, and open tender procedures, weighted technical and commercial evaluation matrices, requisition and purchase order workflows, three-way match and tolerance rules, supplier master data governance, segregation-of-duties controls, procurement KPI frameworks covering cycle time, savings, and compliance rate, and e-procurement and automation platforms.

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

Delegates apply it through procurement plans, spend analysis reports, category strategies, tender packages, evaluation reports, purchase orders, goods receipt records, invoice matching reports, approval matrices, KPI dashboards, and audit-ready process files. They also use it to design process improvements and support e-procurement adoption.