

E-Procurement: Course Outline

Course Overview

This comprehensive course explores both **traditional procurement practices** and the transition to **modern e-procurement systems**. Participants will gain insights into key areas such as **strategic sourcing**, **supplier evaluation**, and the **performance-driven decision-making process** in procurement.

The course also delves into the **development and implementation of e-procurement systems**, covering essential components like **e-quotations**, **e-tendering**, **internal ordering workflows**, and **purchase order systems**. Learners will explore various **e-procurement business models**, advanced **negotiation techniques**, and effective strategies to manage **e-procurement operations**, including hardware, software, user administration, and security.

Additionally, the course addresses **legal and organizational aspects** of e-procurement, including **contract law**, **e-signatures**, and the integration of procurement systems into business processes for improved efficiency and compliance.

Target Audience for E Procurement

The E procurement is designed for following Target Audiences

- Procurement and Supply Chain Professionals
- Purchasing Managers and Officers
- E-Procurement System Developers
- IT Professionals supporting procurement systems
- Finance and Operations Managers
- Contract and Vendor Management Specialists
- Business Analysts involved in procurement processes
- Anyone involved in sourcing, tendering, or procurement transformation initiatives

Learning Objectives and Outcomes:

- Understand the fundamentals of traditional procurement and strategic sourcing
- Learn how to select, evaluate, and manage suppliers effectively
- Apply supplier performance data to make informed procurement decisions
- Gain a clear understanding of e-procurement concepts, benefits, and prerequisites
- Learn the step-by-step process of developing an e-procurement system
- Identify the key components and capabilities of e-procurement platforms
- Develop systems for internal ordering, quotation preparation, and e-tendering
- Explore various e-procurement business models and their practical applications
- Master negotiation techniques in digital procurement environments
- Understand how to manage e-procurement workflows, processes, and user access
- Learn about e-procurement security, hardware, and software requirements
- Gain insights into contract law, electronic signatures, and e-trading implications
- Discover best practices for integrating e-procurement systems into business operations
- Identify and address organizational change and integration challenges

Day Wise Content

5 Days (40 Hours)

Day 1

1. Module 1 TRADITIONAL PROCUREMENT PROCEDURES

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

Day 2

Module 2 E-PROCUREMENT DEVELOPMENT

- Steps in developing an e-procurement system
- The capabilities of e-procurement
- Components of an e-procurement system
- 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
- Developing an e-tendering system

Day 3

Module 3 E-PROCUREMENT MODELS AND NEGOTIATION

- eProcurement business models
- Avoiding confrontational negotiating
- Negotiating with an angry person
- New techniques in influencing
- Understanding the other negotiator's power
- Negotiating pressure points and countermeasures
- Negotiation exercises

Day 4

Module 4 E-PROCUREMENT MANAGEMENT

- E-procurement workflows
- E-procurement processes
- E-procurement hardware and software
- E-procurement user administration
- E-procurement security

Day 5

Module 5 ORGANIZATIONAL IMPROVEMENT THROUGH EPROCUREMENT

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