

e-Procurement: Developing, Implementing and Managing the Complete Process Training

Description

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Introduction:

e-Procurement is the business to business purchase and sale of supplies and services over the Internet. More and more organizations are viewing the application of best practices in e-procurement as being essential skill sets needed by all employees involved in the procurement process. This programme focuses on the development of e-procurement in an organization that then leads onto the management of the complete e-procurement process.

This programme develops how to establish an e-procurement system within an organization that needs to purchase through the Internet. The important stage of managing the process is discussed in some depth. We establish how to provide and measure procurement contributions to the organization so that this critical function and all those in it can be elevated to be seen as a core organization competency.

Objectives

- Learn the differences in e-procurement
- Understand the requirements needed to develop an e-procurement system
- Appreciate the principles of negotiation
- Understand how to implement an e-procurement system
- Learn how to manage an e-procurement system

Programme Outlines

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

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

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

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E-PROCUREMENT MANAGEMENT

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

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