



Training Seminars & Conferences

An Intensive 5-Day Training Seminar On

e-Procurement :

Developing, Implementing and Managing the Complete Process

20 - 24 Oct 2019, Dubai

16 - 20 Feb 2020, Dubai

18 - 22 Oct 2020, Dubai



 View Details

e-Procurement :

Developing, Implementing and Managing the Complete Process

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 EuroMaTech training course focuses on the development of e-procurement in an organization that then leads onto the management of the complete e-procurement process.

This EuroMaTech e-Procurement training course 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.

WHO SHOULD ATTEND?

- Professionals in Purchasing, Procurement and Supply Management Operations and Finance
- All those interested in the development and implementation of an e-procurement system.

PROGRAMME OBJECTIVES

- Learn the differences of 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

TRAINING METHODOLOGY

Participants will increase their knowledge base and skill sets through a variety of instructional methods including lecture by an experienced practitioner and consultant who has "been there-done that", individual and group exercises, review of published articles, and group discussions covering current practices and their relationship to the implementation of new concepts.

PROGRAMME SUMMARY

This EuroMaTech training course aims to give participants knowledge of how to establish an e-procurement system and to then develop skills that they can use to manage the system in their organization. It also equips participants with the skills necessary for e-contract negotiating with suppliers by using strategies to obtain a win-win situation.

PROGRAM OUTLINE

DAY 01

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 02

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 03

e-Procurement Models and Negotiation

- E-Procurement 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 04

e-Procurement Management

- E-procurement Workflows
- E-procurement Processes
- E-procurement Hardware and Software
- E-procurement User Administration
- E-procurement Security

DAY 05

Organizational Improvement through eProcurement

- Integrating E-procurement Systems into the Business Process
- Integration Issues
- E-procurement and Contract Law
- Contracts and Electronic Signatures
- Contract formation and E-trading
- Making Changes in the Organization

IN-HOUSE TRAINING

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on inhouse@euromatech.ae for further information and/or to receive a comprehensive proposal.

QUALITY CERTIFICATIONS & ACCREDITATIONS

EuroMaTech is proud to be associated with the following accreditation bodies:



The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

e-Procurement :

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✓	Date	Venue	Fee(\$)
	20 - 24 Oct 2019	Dubai	US\$4,950
	16 - 20 Feb 2020	Dubai	US\$4,950
	18 - 22 Oct 2020	Dubai	US\$4,950

*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).**

Your Details

Name (Mr/Ms):.....
Position:..... Organisation:.....
Address:.....
.....
City / Country:
Telephone / Fax:

Mode Of Payment

- Please find enclosed a cheque made payable to EuroMaTech
 Please invoice me
 Please invoice my company as follows:

Contact Name:
Company Name:
Address:.....

Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition, a special note pad to facilitate note taking will be provided.

Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

***VAT Announcement:** The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

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