



An Intensive 2-Day Online Training Course

e-Procurement :

Developing, Implementing and Managing the Complete Process

PROGRAMME SUMMARY

This EuroMaTech virtual 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.

Date	Venue	Fee(\$)
17 - 18 Oct 2021	Live / Online	US\$ 1,150

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 2-day virtual training course gives an outline of the development of e-procurement in an organization that then leads onto an introduction to the management of the complete e-procurement process.

This EuroMaTech e-Procurement virtual training course introduces how to establish an e-procurement system within an organization that needs to purchase through the Internet. This short virtual training course would be useful to organisations that want to confirm that their present systems are being utilised to their full potential.

Classroom
 learning service
 available 



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 and group discussions covering current practices and their relationship to the implementation of new concepts.

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 different forms of procurement
- Understand the requirements needed to develop an e-procurement system
- Understand how to implement an e-procurement system
- Confirm the principles of managing an e-procurement system.

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



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



Training Seminars & Conferences
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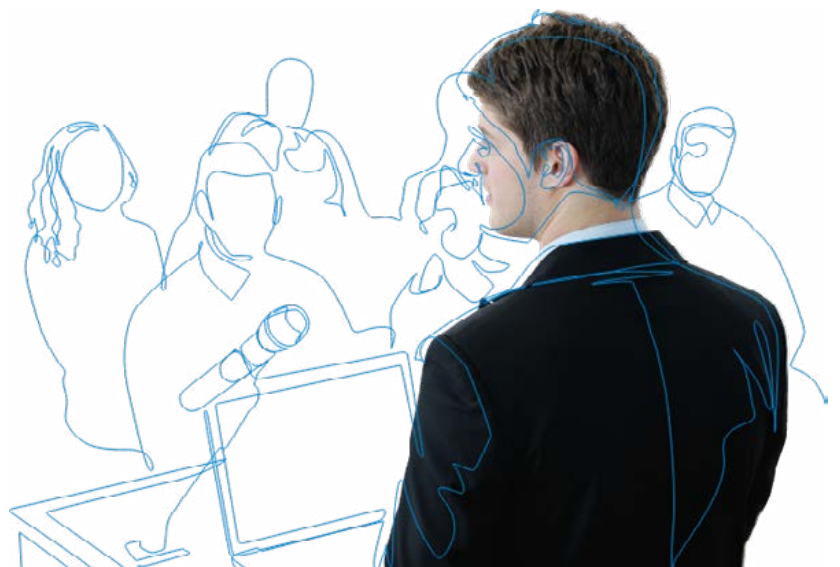
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COURSE OUTLINE



Day 1

Understanding e-Procurement

- Procurement in the Organization
- What is e-procurement
- Pre-requisites for developing an e-procurement System
- Steps in developing an e-procurement System
- The capabilities of e-procurement

Day 2

e-Procurement Implementation

- Components of an e-procurement System
- Developing an e-procurement internal customer ordering and approvals system
- Developing an e-quotation preparations and evaluation System
- Developing an e-purchase order System
- Managing the e-procurement process
- E-procurement Security
- Making Changes in the Organization.

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All Fees are subject to 5% Value Added Tax (VAT).*

Your Details

Name (Mr/Ms):.....

Position:..... Organisation:.....

Address:.....

.....

City / Country:

Telephone: Email:

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:.....

Email:

Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates.

Certificates

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

Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment.

For Further Information, email us at info@euromatech.ae.

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.

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