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E-Procurement Course

Course Introduction:
As the Internet has become a very important means of conducting business, there appeared a new dimension of traditional procurement - E-procurement. The explosive growth in business-to-business (B2B) marketplaces have a resulting potential for E-procurement. Many corporate entities and establishments have stopped imagining and have started using the Internet to streamline their purchasing.

Course Objectives:
After attending this program, participants will be better able to develop and manage an effective e-Procurement system.

Who Should Attend?
- Procurement Managers
- Contract Managers
- Audit Managers
- Quality Managers
- Tendering and IT Managers
- Senior Supervisors
- Other Professionals

Assessment Method & Documentation
Attendance will be taken via the Averest attendance sheet at the beginning of every training day. Assessment is kept informal throughout the learning process until the final day, thus providing valuable opportunities for learning. Some assessments are done in groups providing the opportunity for collaboration and team problem solving, self-assessment is used to guide learner’s knowledge of their learning.

The course itself, instructor presentation and overall experience are also assessed by the participants through the attached feedback form, the results will be shared with your company.
Course Outline

Section One:
• Procurement In The Organization
• Strategic Sourcing
• Supplier Selection
• Supplier Evaluation And Performance
• Apply Performance To Procurement Decisions
• What Is E-procurement
• Prerequisites For Developing An E-procurement System

Section Two:
• 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

Section Three:
• 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

Section Four:
• E-procurement Workflows
• E-procurement Processes
• E-procurement Hardware And Software
• E-procurement User Administration
• E-procurement Security

Section Five:
• 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
Our Methodology
Averest’s Training Methodology

The effort is focused on participants to complete the course gaining maximum learning benefits and outcomes. We consider the mindset from the beginning to end, incorporating the growth mind-set theory so attendees are walking away feeling inspired, empowered and have an increasingly positive attitude towards their role with the newly acquired knowledge.

We consider company culture, attendee knowledge and attitudes.

We emphasise on keeping participants engaged by enriching the training with quality audio-visuals, opportunities for practical learning, reflective practices, chances to work in teams with their peers and the opportunity for valuable discussions with peers, Averest representatives and instructor. We ensure there are relevant activities, case studies and examples to frame the learning.

We finally provide an opportunity for assessment and consistent feedback and reflection throughout the learning process, therefore keeping learners aware of their place on their learning journey.
## Course Fees

### Terms and Conditions

<table>
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<tr>
<th>Code</th>
<th>Date</th>
<th>Venue</th>
<th>Course Fee</th>
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<tr>
<td>MLC 047</td>
<td>22/11/2021</td>
<td>Instructor Led Training, Online, Live</td>
<td>$1750.00 USD</td>
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<tr>
<td>MLC 047</td>
<td>11/01/2021</td>
<td>Shangri La Hotel, Dubai, UAE</td>
<td>$4950.00 USD</td>
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**Total Cost Per Session** $4950.00 USD

**Included in This Package:**
- At Averest training we provide a wide range of training programs in collaboration with ministries, universities, municipalities, organizations and a number of parties. We believe that high-quality training is essential to the enhancement of skills and abilities to achieve the ultimate vision and mission of a business.

**Our proposal consists of following:**
- Pre-course consultation
- Training course material
- High experienced instructor/s fee
- Certificate of completion
- Post-course follow-up
- All related Averest’s quality control tools
- Required stationary
- Airport transportation
- 5 or 4 stars training venue

**Less than ten business days in advance:**
- No refund available but you may send others of equal number to the registered to take the registering place without any additional cost or you may request for your course notes to be mailed to you.

**Method of Terms**
- Payment expected to be done as follows:
  - 100% in advance payment to confirm course(s)

**Course Withdrawal, Cancellation and Rescheduling:**
- Twenty or more business days in advance: a full refund minus $100.00 administration charge.
- Ten to nineteen business days in advance: transfer to another course or receive a non-refundable credit, valid for one year, for another Averest course. Credits are transferable within your organization.

Those who fail to show up for the course they registered for, or those who withdraw without providing sufficient notice as described above, will be subject to the full fee of the course and will be invoiced for the full cost of the respective course or program.

In the event that Averest chooses to cancel a course, a full refund of the course fees will be issued to the registrant.
Registration Form

YES, PLEASE SIGN ME UP FOR THE FOLLOWING

Short Code: 
Course Name: 
Commence Date: 

Salutation: 
Full Name: 
Venue: 
Job Title: 
Institution/Company Name: 
Company Address: 
Postal Code: 
Country: 
Company Website: 
Nature of Business: 
Email: 
Office Telephone: 
Mobile: 

Yes, I would like to receive notification of upcoming courses by email

PAYMENT DETAILS (Bank Account (USD) Details):

Account Holder: AVEREST TRAINING EĞİTİM TURİZM ORGANİZASYON SANAYİ VE TİCARET LİMİTED ŞİRKETİ
Bank Name: KUYEY TURK KATILIM BANKASI A.S.
Bank Swift Code: KTEFTRIS
Branch Name: Osmanbey
USD ($) Account Nr: 96828420 - 101
USD ($) IBAN: TR34 0020 5000 0968 2842 0001 01
Bank Branch Address: Meşrutiyet Mah. Halaskargazi Cad. No:100/B Sisli, Istanbul, Turkey
07

UPCOMING COURSES

13/09/2021 Corporate Leadership and People Management
Edinburg, Scotland

GROUP DISCOUNT:
2nd Registration: Save %10
3rd Registration: Save %15
4th Registration: Save %20
Additional Registrations: Save %25

2 WAYS TO REGISTER:
1. Online: www.averesttraining.com
2. Email: info@averesttraining.com

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