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COURSE BROCHURE

Advanced e-Procurement and Purchasing Process Design Training Course

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Registered in the United Kingdom and Saudi Arabia

Advanced e-Procurement and Purchasing Process Design Training Course

e-Procurement and Purchasing Process Design is an advanced 2-week training course for purchasing managers and procurement systems leads, built around an e-procurement rollout blueprint that maps the redesigned requisition-to-payment flow, the electronic channel for each spend type and its controls. Paper requisitions, emailed quotations and manual invoice matching slow buyers and hide maverick spend. Jupiter Prime Training shaped this e-Procurement and Purchasing Process Design course for leads redesigning the flow before switching on any platform.

Why e-Procurement and Purchasing Process Design Matters Now

Three pressures push purchasing online. Finance functions expect touchless invoice matching and real-time commitment visibility, which manual purchase orders cannot give. Suppliers increasingly expect to bid, confirm orders and submit electronic invoices through portals rather than by email. Auditors and internal control owners ask for evidence of segregation of duties, approval limits and tender integrity that only a system trail can supply. Organisations that redesign the process first see catalogue compliance rise and cycle times shrink; those that automate a broken paper flow simply speed up the errors. The course rests on a purchase-to-pay process model, spend segmentation by buying channel and a control matrix for digital approvals.

Who Gains Most from e-Procurement and Purchasing Process Design

- Managers who own the requisition, approval and purchase order flow across business units
- Systems leads who configure sourcing, catalogue and invoicing modules
- Category buyers who run tenders, reverse auctions and framework call-offs
- Accounts payable leads who own invoice matching, exceptions and supplier payment
- Internal control specialists who define approval limits and segregation of duties

A cross-functional trio from one organisation, pairing a purchasing manager with a systems lead and an accounts payable lead, gains most when attending together, because the redesigned flow crosses all three desks.

e-Procurement and Purchasing Process Design Capabilities

Each outcome links a buying channel to the electronic tool and control that suit it, rather than forcing every purchase through one route.

- Map the current requisition-to-payment flow and mark delays, rework and off-system spend — process owners
- Assign spend segments to catalogues, punch-out, e-tendering, e-auctions or framework call-offs — category leads
- Design an e-tendering procedure with sealed bids, clarifications and evaluation records — tender committees
- Specify three-way matching rules, tolerances and e-invoicing exception routes — accounts payable
- Build an approval and segregation-of-duties matrix for the digital flow — internal control owners
- Plan the rollout waves, supplier enablement and adoption measures — purchasing leadership

Key e-Procurement and Purchasing Process Design Terms

- e-Procurement — the use of electronic tools for sourcing, ordering, receipt and payment in place of paper and email exchanges.
- Purchase-to-pay P2P — the end-to-end flow from requisition and approval through purchase order, receipt and invoice to supplier payment.
- e-Tendering — running a tender electronically, with sealed bid submission, clarification logs and an auditable evaluation trail.
- Reverse e-auction — a timed online event in which pre-qualified suppliers bid prices downward against a defined specification.
- Punch-out catalogue — a link from the buyer's system into a supplier's web catalogue that returns the chosen items as a requisition.
- Three-way match — checking each invoice against the purchase order and the goods receipt before approving payment.

e-Procurement and Purchasing Process Design Day by Day

Day 1: The Digital Purchasing Landscape

- Purchase-to-Pay Process Model — Stages, Owners and Hand-Offs
- Paper and Email Purchasing Pain Points — Delays, Rework and Leakage
- Off-System and Maverick Spend Profiling — Where Purchases Escape Control
- e-Procurement Module Landscape — Sourcing, Catalogue, Ordering and Invoicing
- Digital Purchasing Maturity Scan — Current State Baseline

Day 2: Mapping and Redesigning the Purchasing Flow

- Requisition-to-Payment Swimlane Mapping — Roles and Waiting Points
- Buying Channel Segmentation — Matching Spend Types to Routes
- Guided Buying Design — Steering Requesters to Approved Channels
- Exception Path Design — Urgent, Low-Value and One-Off Purchases
- Future-State Process Blueprint — Fewer Steps and Clear Owners

Day 3: e-Sourcing and e-Tendering

- Electronic Request for Information and Proposal — Template Structure
- Sealed Bid Submission and Opening Rules — Tender Integrity
- Clarification and Addendum Logs — Equal Treatment of Bidders
- Weighted Evaluation in the System — Scoring Records and Moderation
- Award Notification and Debrief Records — Audit Trail Completeness

Day 4: Reverse e-Auctions

- Auction Suitability Screening — Specification, Market and Volume Tests
- Auction Format Choice — English, Dutch and Ranked Formats
- Supplier Pre-Qualification and Training — Fair Competition Conditions
- Bid Rules, Extensions and Reserve Prices — Event Configuration
- Post-Auction Award and Relationship Effects — Total Cost Checks

Day 5: Electronic Catalogues and Punch-Out

- Hosted Versus Punch-Out Catalogues — Content Ownership Choices
- Catalogue Content Standards — Item Data, Pricing and Units
- Framework Call-Off Ordering — Contract Prices at the Point of Request
- Catalogue Compliance Monitoring — On-Contract Spend Ratio
- Catalogue Refresh and Price Update Cycles — Supplier Obligations

Day 6: Purchase Orders, Receipt and Matching

- Purchase Order Automation Rules — Auto-Release Thresholds
- Goods and Service Receipt Recording — Evidence for Payment
- Two-Way and Three-Way Matching Logic — Tolerance Setting
- Blanket and Framework Order Consumption — Commitment Tracking
- Order Change and Cancellation Control — Version History

Day 7: Supplier Portals and e-Invoicing

- Supplier Portal Onboarding — Registration, Documents and Bank Details
- Order Confirmation and Advance Shipping Notices — Supplier Self-Service
- e-Invoicing Formats and Submission Routes — Structured Invoice Data
- Invoice Exception Handling — Price, Quantity and Receipt Mismatches
- Supplier Enablement Waves — Prioritising by Transaction Volume

Day 8: Controls in the Digital Flow

- Approval Limit Matrix — Value Bands and Delegated Authority
- Segregation of Duties Design — Requester, Buyer, Receiver and Payer
- Vendor Master Data Controls — Duplicate and Fraud Prevention
- System Audit Trail Review — Evidence for Internal Audit
- Purchasing Policy Translation Into Workflow Rules — Policy-to-System Mapping

Day 9: Rollout and Adoption

- Rollout Wave Planning — Business Units, Spend Types and Sites
- Requester Training and Job Aids — Reducing Off-System Orders
- Adoption Metrics — Catalogue Use, Touchless Invoices and Cycle Time
- Process Ownership Model — Ongoing Rule and Catalogue Upkeep
- Benefits Tracking Sheet — Cycle Time, Compliance and Price Capture

Day 10: Practising the e-Procurement Rollout Blueprint

- Swimlane Redesign Exercise — Applying Future-State Mapping
- e-Tender Simulation — Applying Sealed Bids and Weighted Evaluation
- Matching Rules Case — Applying Tolerances and Exception Routes
- Control Matrix Test — Applying Approval Limits and Segregation of Duties
- e-Procurement Rollout Blueprint — Flow, Channels, Controls and Waves

Applying e-Procurement and Purchasing Process Design After the Course

- Map one business unit's requisition-to-payment flow as a swimlane, mark off-system spend and propose the buying channel for each spend segment.
- Draft the approval limit and segregation-of-duties matrix for the digital flow and test it with internal control owners before configuration.

e-Procurement and Purchasing Process Design Questions FAQ

What is e-procurement and purchasing process design, and why does it matter now?

It is the redesign of the requisition-to-payment flow so that sourcing, ordering, receipt and invoicing run through electronic tools with clear controls. It matters now because finance, suppliers and auditors all expect system evidence that paper and email purchasing cannot provide.

Which roles gain most from e-procurement and purchasing process design training?

Purchasing managers, procurement systems leads, accounts payable leads and internal control specialists gain most. They decide which spend goes through which channel, how tenders run online and which approvals and matching rules protect each payment.

How does e-procurement and purchasing process design training differ from a procurement technology course?

A procurement technology course surveys platforms, analytics and connected supply networks. This course works on the purchasing process itself: swimlane redesign, e-tendering procedure, reverse auction rules, catalogue design, three-way matching and the control matrix that any platform must then follow.

What do you bring back from e-procurement and purchasing process design training?

You bring back a rollout blueprint with a redesigned purchasing flow, a buying channel for each spend segment, e-tendering and auction rules, matching tolerances, an approval and segregation-of-duties matrix and planned rollout waves.

e-Procurement and Purchasing Process Design: The Way Forward

The e-procurement rollout blueprint first informs which business unit and spend segment move online in the opening wave. Purchasing managers own it, systems leads configure from it and accounts payable leads set the matching rules it specifies. After the first wave, catalogue compliance, touchless invoice share and off-system spend deserve a fresh look to confirm the channel choices still fit how people buy.