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COURSE BROCHURE

# Supplier Enablement and E-Catalogue Adoption Training Course

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# Supplier Enablement and E-Catalogue Adoption Training Course

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Supplier Enablement and E-Catalogue Adoption is a 1-week training course for procurement systems leads and purchasing managers who must bring suppliers onto electronic purchasing platforms and get requesters buying from catalogues, ending with a supplier enablement and catalogue rollout plan. Organisations now expect spend to flow through digital channels, yet many platforms stall because suppliers are not connected and staff keep buying off-system. Jupiter Prime Training offers this course on Supplier Enablement and E-Catalogue Adoption.

## Why Supplier Enablement and E-Catalogue Adoption Matters Now

Requesters expect a consumer-style buying experience and bypass clumsy screens. Suppliers, especially smaller ones, weigh the effort of connecting against the orders they expect to receive. Finance leaders want invoices matched automatically so that payment cycles shorten and maverick spend becomes visible. An organisation that onboards suppliers in waves, publishes clean catalogue content and tracks channel compliance sees orders move through approved routes; one that launches a platform without this groundwork pays for licences while buyers return to email and paper orders.

## Who Gains Most from Supplier Enablement and E-Catalogue Adoption

- Those who own the configuration and roadmap of the purchasing platform
- Those who lead purchasing teams and set buying channels for requesters
- Those who manage supplier master records and vendor registration
- Those who run e-sourcing events and convert awards into catalogue items
- Those who oversee accounts payable matching and invoice exceptions

Gains are greatest when a platform owner, a category buyer and an accounts payable lead attend together, because onboarding, content and invoicing then follow one sequence.

## Supplier Enablement and E-Catalogue Adoption Capabilities

Participants leave able to connect suppliers in a deliberate order, keep catalogue content trustworthy and steer requesters towards approved buying channels.

- Segment the supplier base into enablement waves by spend, order volume and readiness — for the onboarding sequence
- Specify catalogue formats, punch-out connections and content standards — for suppliers and platform owners
- Design an e-sourcing event that feeds awarded prices into hosted catalogues — for category buyers
- Build a requester journey with guided buying pages and approval routes — for budget holders
- Calculate channel compliance, catalogue usage and touchless invoice rates — for finance leaders

- Communicate a supplier onboarding pack and support model — for sales teams of vendors

## Key Supplier Enablement and E-Catalogue Adoption Terms

- Supplier enablement — the work of registering a supplier on a purchasing platform so it can receive orders and send invoices electronically.
- Hosted catalogue — a priced item list loaded into the buyer's platform and maintained by the supplier or buyer.
- Punch-out catalogue — a link from the buyer's platform to a supplier's web shop that returns the basket as a requisition.
- Guided buying — a requester interface that steers users to approved catalogues, forms and suppliers for each purchase type.
- Channel compliance — the share of spend placed through the intended buying channel rather than off-system orders.
- Touchless invoice — an invoice that matches its order and receipt automatically and is approved without manual handling.

## Supplier Enablement and E-Catalogue Adoption Day by Day

## Day 1: Platform Landscape and Spend Channels

- Source-to-Pay Process Map — Where Electronic Channels Replace Paper Orders
- Spend Cube by Channel — Which Categories Suit Catalogues or Forms
- Off-System Spend Diagnosis — Why Requesters Bypass the Platform
- Stakeholder Map for Rollout — Who Must Sponsor Supplier Onboarding
- Platform Readiness Checklist — Whether Configuration Supports Catalogue Buying

## Day 2: Supplier Segmentation and Onboarding Waves

- Enablement Wave Matrix — Which Suppliers Connect First and Why
- Supplier Registration Portal Design — What Data Vendors Must Provide
- Connection Options Comparison — Portal, Electronic Data Interchange or Punch-Out
- Onboarding Pack and Supplier Webinar — How Vendors Learn the Process
- Small Supplier Inclusion Approach — Keeping Local Vendors Engaged Online

## Day 3: Catalogue Content and E-Sourcing Links

- Catalogue Content Standard — Descriptions, Units and Classification Codes
- Price Validation Routine — Checking Uploaded Prices Against Awarded Terms
- E-Sourcing Event Setup — Turning Bids Into Contracted Catalogue Lines
- Catalogue Refresh Calendar — When Suppliers Update Items and Prices
- Free-Text Request Analysis — Which Items Should Become Catalogue Lines

## Day 4: Requester Experience and Adoption Measures

- Guided Buying Page Design — How Requesters Find the Right Channel
- Approval Route Configuration — Balancing Control and Order Speed
- Adoption Scorecard — Channel Compliance, Catalogue Usage and Cycle Time
- Touchless Invoice Tracking — Reducing Exceptions in Accounts Payable
- Change Communication Plan — Messages for Budget Holders and Requesters

## Day 5: Practising the Supplier Enablement and Catalogue Rollout Plan

- Healthcare Consumables Case — Applying the Enablement Wave Matrix
- Facilities Services Case — Applying Catalogue Content and Price Checks
- Adoption Scorecard Simulation — Applying Measures to a Stalled Rollout
- Supplier Support Model — Helpdesk, Escalation and Performance Reviews
- Supplier Enablement and Catalogue Rollout Plan — Waves, Content and Measures

## Applying Supplier Enablement and E-Catalogue Adoption After the Course

- Run the enablement wave matrix on the current supplier list and invite the first wave with an onboarding pack.
- Analyse three months of free-text requests and convert the most frequent items into hosted or punch-out catalogue lines.

## Supplier Enablement and E-Catalogue Adoption Questions FAQ

### What is Supplier Enablement and E-Catalogue Adoption and why does it matter now?

It is the work of connecting suppliers to a purchasing platform and getting requesters to buy from its catalogues. It matters now because platforms only return value when orders, prices and invoices flow through them instead of email and paper.

### Which roles gain most from Supplier Enablement and E-Catalogue Adoption?

Platform owners, purchasing managers, supplier data teams and accounts payable leads gain most. You decide whether vendors connect and spend stays on approved channels.

### How does Supplier Enablement and E-Catalogue Adoption differ from a purchasing process design course?

It focuses on onboarding vendors and driving catalogue usage rather than redesigning approval workflows. It gets suppliers and requesters actually using the platform.

## What do you bring back from Supplier Enablement and E-Catalogue Adoption?

You bring back a rollout plan with supplier waves, catalogue content rules and an adoption scorecard.

## Supplier Enablement and E-Catalogue Adoption: The Way Forward

The supplier enablement and catalogue rollout plan first informs which suppliers to invite in the opening wave. Platform owners and category buyers use it to schedule onboarding. After the first wave goes live, revisit the segmentation and the scorecard targets, because real usage data shows which categories truly belong in catalogues.