



# Institute for Capacity Development

Suite 3B, Third Floor, Capital Centre Building, Werner List Street, Windhoek, Namibia;  
PO Box 10193, Khomasdal, Windhoek, Namibia;  
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Email: enrol@icdtraining.com  
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## E-PROCUREMENT

### Course Objectives

Upon completion of this course participants should be able to:

- Define the meaning of e-procurement.
- Explain how e-procurement has evolved to the present day.
- List and explain the main phases in the evolution of e-procurement strategy.
- Understand the role and importance of e-procurement as a strategy in Supply Chain Management.
- Explain how e-procurement differs from manual procurement.
- Identify the key performance benefits that accrue from e-procurement.

### Target Group

- Procurement or Purchasing managers,
- Materials Managers
- Supply Chain managers
- Plant managers
- Sales managers and
- Supply Chain consultants.

### Course Outline

- What is E-Procurement?
- Business trends that have contributed to the development of e-procurement
- The development of supplier-buyer relationships
- International competition and the rise of procurement technologies
- E-Procurement and Supply Chain Management
- Why Develop an E-Procurement Strategy?
- Categories of purchases
- The Traditional manual process of procurement
- Difference between E-procurement and Manual Procurement
- The advantages of E-procurement
- Understanding E-Procurement Tools and Transactions
- Types of Operator in E-Procurement Transactions
- Preparing an E-Procurement Strategy
- Preparing for E-Procurement
- Assess the External Infrastructure and Industry Conditions
- Setting Objectives for E-Procurement Strategy
- Alignment with Purchasing Strategy and Corporate Strategy

- Establishing the Business Case for E-procurement in a Company
- Reviewing and Reengineering Current Procurement Processes
- Assess the Extended Enterprise: Suppliers and Customers
- Finalising the E-Procurement Strategy
- Selecting E-Procurement Solutions and Vendors
- Introduction to Selecting an E-Procurement Solution
- Build or Buy?
- Matching E-Procurement Needs to Tools
- Selection Criteria for E-Procurement Solutions
- Obtaining Offers and Selecting Vendors
- Implementing E-Procurement
- Communication and Change Management
- Performance Measurement
- The Impact of E-Procurement on the Role of the Purchasing Department
- Database Management
- Action Planning

Dates: 12<sup>th</sup> – 23<sup>rd</sup> September 2011

Duration: 2 Weeks

Course Costs: US\$2950

Venue: Windhoek, Namibia



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## Application/Nomination Form

Organisation \_\_\_\_\_

Department \_\_\_\_\_

Email address \_\_\_\_\_

Postal address \_\_\_\_\_

Phone numbers \_\_\_\_\_

Course Title/ Code \_\_\_\_\_

Attendance Month/ Dates \_\_\_\_\_

	<b>Surname</b>	<b>First Name</b>	<b>Position</b>	<b>Email</b>
Delegate 1				
Delegate 2				
Delegate 3				
Delegate 4				
Delegate 5				
Delegate 6				

*Attach a separate list in cases where the delegates are more than six ( Applications can also be submitted online or by email).*

Expected Benefits from participation \_\_\_\_\_

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Authorised Signature: \_\_\_\_\_ Position \_\_\_\_\_ Date: \_\_\_\_\_