Procurement & Supply Chain Management · PS215

E-Procurement Essentials

Manama (Bahrain) · 20 - 24 Dec 2026

Date	Venue	Duration
20 - 24 Dec 2026	**Manama (Bahrain)**	**1 Week**
Fee	Ref	Language
£3,650 GBP	**PS215**	**English**

Introduction

E-procurement has revolutionised the way organisations manage their procurement processes, offering efficiency, cost savings, and transparency. This training programme, "E-Procurement Essentials," is designed to equip procurement professionals with the knowledge and skills needed to leverage electronic procurement tools effectively. Participants will learn how to streamline the entire procure-to-pay process, from sourcing to payment, in a digital environment.

Course Objectives of E-Procurement Essentials

Upon completing this programme, participants will be able to:

- Understand the fundamentals of e-procurement and its benefits.
- Navigate and utilise e-procurement software and platforms.
- Optimise the procure-to-pay process for efficiency and cost savings.
- Ensure data security and compliance in electronic procurement.
- Improve supplier relationships and collaboration through e-procurement.
- Drive organisational growth and competitiveness through digital transformation.

Course Methodology of E-Procurement Essentials

This programme will employ a combination of engaging learning methods, including:

- Lectures and Expert Insights: Leading industry experts will share their insights and best practices.
- Case Studies: Analyse real-world talent acquisition challenges and solutions.
- Group Discussions: Engage in meaningful discussions and share experiences with peers.
- Role-Playing and Simulations: Practice scenarios to enhance skills.
- Hands-on Workshops: Gain practical experience in using tools and techniques.

Organisational Impact of E-Procurement Essentials

This training programme will have a positive impact on organisations by:

- Streamlining the procurement process, reducing cycle times, and minimising errors.
- Enhancing cost control and visibility into procurement spend.
- Strengthening supplier relationships and collaboration.
- Improving compliance with procurement policies and regulations.
- Transforming the organisation into a more agile and competitive entity in the digital age.

Personal Impact of E-Procurement Essentials

Participants will experience personal growth and development, including:

- Enhanced proficiency in using e-procurement tools and platforms.
- Improved career prospects and opportunities in the digital procurement field.
- Increased confidence in managing electronic procurement processes.
- A deeper understanding of data security and compliance in e-procurement.
- Access to a network of peers and experts in the digital procurement domain.

Who Should Attend

This training programme is ideal for:

- Procurement Managers and Officers
- Supply Chain Professionals
- Finance and Accounting Personnel
- IT and Procurement System Administrators
- Anyone involved in or responsible for the procure-to-pay process within their organisation.

Course Outline

Day 1

Introduction to E-Procurement

- Understanding E-Procurement and Its Evolution
- Benefits and Challenges of E-Procurement
- E-Procurement vs. Traditional Procurement
- Case Studies: Successful E-Procurement Implementations

Day 2

Navigating E-Procurement Platforms

- Overview of E-Procurement Software and Tools
- User Interfaces and Navigation
- Creating and Managing User Profiles
- Hands-On Workshop: Exploring E-Procurement Platforms

Day 3

Streamlining Procure-to-Pay Processes

- Mapping the Procure-to-Pay Process
- Automation and Workflow in E-Procurement
- Procurement Catalogues and Supplier Portals
- Process Optimisation Exercise

Day 4

Data Security and Compliance

- Data Security in E-Procurement
- Regulatory Compliance (e.g., GDPR)
- Vendor Risk Management
- Data Security Simulation Exercise

Day 5

Supplier Collaboration and Continuous Improvement

- Collaborative Procurement in E-Procurement
- Supplier Performance Measurement and Evaluation
- Continuous Improvement Strategies
- Course Review, Q&A, and Certification Ceremony

Register or ask about this course online

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