![Global Horizon Training Center logo]



# Training Course:
# E-Purchasing

## 27 - 31 October 2024
## Cairo (Egypt)
## InterContinental Citystars Cairo

# Training Course:
# E-Purchasing

Training Course code:  PU234776  From:  27 - 31 October 2024  Venue:  Cairo (Egypt) - InterContinental Citystars Cairo
Training Course Fees:  3250  Euro

## Introduction

E-Purchasing is the process that businesses use to sell and procure products and services over the Internet. This technique of using the Internet is becoming more frequent as businesses are uncovering that e-purchasing is facilitating the process, also they are making significant savings in costs.

This E- Purchasing training course develops the procedure to establish an E- Purchasing system within an institution that needs to purchase through the Internet. The crucial step of managing procedures is discussed in some depth. We establish how to provide and measure procurement contributions to the organization so that this essential function and all those in it can be elevated to be seen as a core organization competency.

## Training Objectives

After completing this training program, participants will learn:

- The diverse forms of E-Purchasing
- Comprehend the requirements required to develop an E- Purchasing system
- Principles of negotiation and E-purchasing skills
- Understand how to execute an E- Purchasing system
- Understand how to manage and handle an E- Purchasing system.

## Target Audience

This training program is intended to:

- Specialists in Procurement, Purchasing, and Supply chain Management Operations and Finance
- All those curious about the development and implementation of an e-purchasing system.

## Training Methodology

Participants will improve their knowledge and skillsets via a variety of instructional techniques including lectures by an experienced instructor, individual and group exercises, review of published reports, and group conversations covering recent practices and their association with the implementation of new concepts.

## Course Outline

Day 1

Traditional Purchasing and Procurement Procedures

- Purchasing and Procurement in the Organization
- Supplier Selection
- Strategic Sourcing

- Apply Performance to Purchasing Decisions
- Supplier Evaluation and Performance
- What is e-purchasing?
- Pre-requisites for developing an e-purchasing System and skills

## Day 2

### E-Purchasing Development

- Steps in developing an E-purchasing System
- The capabilities of E-purchasing
- Components of an e-purchasing System
- Developing an e-purchasing internal customer ordering and approvals system
- Developing an e-purchasing preparations System
- Developing an e-purchasing evaluation System
- Developing an e-purchase order System
- Developing an e-tendering System

## Day 3

### E-purchasing Models and Negotiation

- E-Purchasing Business Models
- Avoiding Confrontational Negotiating
- Negotiating with an Angry Person
- New Techniques in Influencing
- Understanding the other Negotiator‌s Power
- Negotiating Pressure Points and Countermeasures
- Negotiation Exercises

## Day 4

### E-Purchasing Management

- E-Purchasing Workflows
- E-Purchasing Processes
- E-Purchasing Hardware and Software
- E-Purchasing User Administration
- E-Purchasing Security

## Day 5

### Organizational Improvement through E-Purchasing

- Integrating E-Purchasing Systems into the Business Process
- Integration Issues
- E-Purchasing and Contract Law
- Contracts and Electronic Signatures
- Contract formation and E-trading
- Making Changes in the Organization

# Registration form on the Training Course: E-Purchasing

Training Course code: PU234776  From: 27 - 31 October 2024  Venue: Cairo (Egypt) - InterContinental Citystars Cairo Training Course Fees: 3250  ⬜ Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

## Delegate Information

Full Name (Mr / Ms / Dr / Eng): ...................................................................................................................
Position: ..........................................................................................................................................................
Telephone / Mobile: ......................................................................................................................................
Personal E-Mail: .............................................................................................................................................
Official E-Mail: ...............................................................................................................................................

## Company Information

Company Name: ............................................................................................................................................
Address: ..........................................................................................................................................................
City / Country: ...............................................................................................................................................

## Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): ...................................................................................................................
Position: ..........................................................................................................................................................
Telephone / Mobile: ......................................................................................................................................
Personal E-Mail: .............................................................................................................................................
Official E-Mail: ...............................................................................................................................................

## Payment Method

☐ Please find enclosed a cheque made payable to Global Horizon

☐ Please invoice me

☐ Please invoice my company

## Easy Ways To Register

| Telephone: +201095004484 to provisionally reserve your place. | Fax your completed registration form to: +20233379764 | E-mail to us : info@gh4t.com or training@gh4t.com | Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt. |