



*Training Course:  
E-Purchasing*

*31 May - 4 June 2026  
Manama (Bahrain)*

## Training Course: E-Purchasing

Training Course code: PU234776 From: 31 May - 4 June 2026 Venue: Manama (Bahrain) - Training Course Fees: 4725 € Euro

### Introduction

E-Purchasing is the process through which businesses buy and sell products and services over the Internet. This method is increasingly becoming popular as companies discover the numerous benefits, including cost savings and streamlined procurement processes. The E-Purchasing training course focuses on how to establish an E-Purchasing system within an organization, addressing the crucial steps for managing procedures effectively. This course explores how procurement can contribute significantly to organizational success, turning it into a core competency.

### Training Objectives

By the end of this course, participants will:

- Understand the diverse forms of E-Purchasing.
- Comprehend the requirements for developing an E-Purchasing system.
- Learn the principles of negotiation and E-Purchasing skills.
- Understand how to execute and manage an E-Purchasing system.
- Be equipped to handle and maintain an E-Purchasing system within their organization.

### Target Audience

This training program is ideal for:

- Specialists in Procurement, Purchasing, Supply Chain Management, and Finance
- Professionals involved in the development and implementation of an E-Purchasing system
- Anyone interested in improving and streamlining purchasing procedures using online systems

### Course Outline

#### Day 1: Traditional Purchasing and Procurement Procedures

- Overview of Purchasing and Procurement in an Organization
- Supplier Selection Techniques
- Strategic Sourcing Approaches
- Applying Performance Metrics to Purchasing Decisions
- Supplier Evaluation and Performance Management
- Introduction to E-Purchasing

- Pre-requisites for Developing an E-Purchasing System and Key Skills

#### Day 2: E-Purchasing Development

- Steps to Develop an E-Purchasing System
- Capabilities of E-Purchasing
- Key Components of an E-Purchasing System
- Developing an E-Purchasing Internal Customer Ordering and Approval System
- Designing an E-Purchasing Preparation System
- Building an E-Purchasing Evaluation System
- Creating an E-Purchase Order System
- Developing an E-Tendering System

#### Day 3: E-Purchasing Models and Negotiation

- Overview of E-Purchasing Business Models
- Techniques for Avoiding Confrontational Negotiation
- Negotiating with Difficult Stakeholders
- New Techniques in Influencing Others
- Understanding the Power of Negotiation
- Negotiating Pressure Points and Countermeasures
- Practical Negotiation Exercises

#### Day 4: E-Purchasing Management

- E-Purchasing Workflows and Processes
- Key E-Purchasing Processes in Organizations
- E-Purchasing Hardware and Software Requirements
- Managing E-Purchasing User Administration
- E-Purchasing Security: Best Practices and Protocols

#### Day 5: Organizational Improvement through E-Purchasing

- Integrating E-Purchasing Systems into Business Processes
- Common Integration Issues
- E-Purchasing and Contract Law
- Understanding Contracts and Electronic Signatures
- Contract Formation in E-Trading
- Managing Organizational Changes through E-Purchasing

## Registration form on the Training Course: E-Purchasing

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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  
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to: Global Horizon  
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