



*Training Course:  
Optimizing Procurement with Power BI*

*2 - 6 November 2026  
Kuala Lumpur (Malaysia)*

## Training Course: Optimizing Procurement with Power BI

Training Course code: SC235388 From: 2 - 6 November 2026 Venue: Kuala Lumpur (Malaysia) - Training Course Fees: 6300 € Euro

### Introduction

Welcome to the 5-day training program on "Optimizing Procurement with Power BI." which designed by Global Horizon Training Center. This comprehensive course is designed to equip procurement professionals with the knowledge and skills to effectively use Power BI for data analysis and decision-making. By the end of this program, you will be able to transform raw procurement data into actionable insights, enabling your organization to improve efficiency, reduce costs, and enhance supplier performance.

### Objectives

- Understand Power BI Fundamentals:
  - Gain a solid understanding of Power BI's components, interface, and functionalities.
  - Learn how to set up Power BI and connect it to various data sources.
- Master Data Import and Transformation:
  - Develop skills to import and clean procurement data using Power Query.
  - Build a robust data model that accurately represents procurement processes.
- Design and Build Effective Reports:
  - Create insightful visualizations and interactive reports tailored for procurement analytics.
  - Apply best practices in report design to ensure clarity and usability.
- Leverage Advanced Analytics with DAX:
  - Use DAX Data Analysis Expressions to perform advanced calculations and data analysis.
  - Implement time intelligence and other advanced DAX functions for deeper insights.
- Share and Collaborate Efficiently:
  - Publish and share reports within your organization using Power BI Service.
  - Utilize collaboration features and integrate Power BI with other Microsoft tools.
- Apply Best Practices and Real-World Case Studies:
  - Learn best practices for procurement reporting and analytics.

- Analyze case studies to understand the application of Power BI in real-world procurement scenarios.

## Target Audience

This training program is designed for:

- Procurement Professionals:
  - Buyers, sourcing managers, and procurement analysts looking to enhance their data analysis capabilities.
- Supply Chain Managers:
  - Individuals responsible for overseeing procurement and supplier management processes.
- Data Analysts and Business Intelligence Professionals:
  - Analysts who support procurement functions and wish to deepen their expertise in Power BI.
- IT and Systems Professionals:
  - IT staff involved in supporting procurement systems and data analytics infrastructure.
- Decision Makers and Executives:
  - Procurement and supply chain leaders who need to make data-driven decisions and seek to understand the capabilities of Power BI.

## Outline

### Day 1: Introduction to Power BI and Procurement Analytics

- Welcome and Course Overview
  - Introduction to the training program, objectives, and expected outcomes.
- Introduction to Power BI
  - Overview of Power BI and its components, installation, and setup.
  - Familiarization with the Power BI interface.
- Understanding Procurement Analytics
  - Key concepts in procurement and the importance of data analytics.
  - Discussion of common procurement KPIs Key Performance Indicators.

## Day 2: Data Import and Transformation

- Data Sources and Connectivity
  - Connecting Power BI to various data sources Excel, SQL, online services.
  - Importing procurement data.
- Data Transformation with Power Query
  - Cleaning and transforming data to make it suitable for analysis.
  - Using Power Query Editor for data manipulation tasks.
- Creating a Data Model
  - Understanding relationships between tables.
  - Building a robust data model for procurement analytics.

## Day 3: Designing and Building Reports

- Creating Visualizations
  - Introduction to different types of visualizations charts, graphs, tables.
  - Best practices for choosing appropriate visualizations for procurement data.
- Building Reports
  - Designing interactive reports and dashboards.
  - Utilizing slicers, filters, and drill-through features to enhance report interactivity.
- Customizing Visuals
  - Formatting and customizing visuals to improve readability and insights.

## Day 4: Advanced Analytics and DAX Data Analysis Expressions

- Introduction to DAX
  - Basic concepts and syntax of DAX.
  - Creating calculated columns and measures.
- Advanced DAX Functions
  - Utilizing advanced DAX functions for complex calculations.

- Practical examples of DAX in procurement analytics e.g., calculating spend variance, supplier performance.
- Time Intelligence in Power BI
  - Using DAX for time-based calculations e.g., year-to-date, month-over-month analysis.

#### Day 5: Sharing, Collaboration, and Best Practices

- Publishing and Sharing Reports
  - Publishing reports to the Power BI service.
  - Setting up workspaces and sharing reports with stakeholders.
- Collaboration Features
  - Using Power BI collaboration tools comments, subscriptions, data alerts.
  - Integrating Power BI with other Microsoft tools Excel, Teams, SharePoint.
- Best Practices and Case Studies
  - Reviewing best practices for effective procurement reporting.
  - Analyzing real-world case studies to understand the application of Power BI in procurement.
- Q&A and Wrap-Up
  - Addressing participants' questions.
  - Recap of key learnings and final thoughts.

## Registration form on the Training Course: Optimizing Procurement with Power BI

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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
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### Easy Ways To Register

Telephone:  
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info@gh4t.com  
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