

# International Purchasing and Supply Chain Management Institute Certified E-Procurement Professional (CEPP)

1st – 5th December 2014 | Singapore

## Course Facilitator:

**Dr. LeRoy H. Graw**  
President and CEO  
International Purchasing and Supply Chain Management Institute (IPSCMI)

### Award & Qualifications:

- National Contract Management Association (NCMA) Educator of the Year Award
- Who's Who in America and the World
- Certified Purchasing Manager (C.P.M) and Certified Professional in Supply Management (CPSM) from the National Association of Purchasing Management/Institute of Supply Management
- Certified Purchasing Professional (CPP) and Certified Professional Purchasing Manager (CPPM) from the American Purchasing Society
- Certified Professional Contracts Manager and Fellow from the National Contract Management Association (NCMA)
- Certified International Supply Chain Manager (CISCM) and Certified International Professional Training Consultant (CIPTC)

### Author of the following:

- Service Purchasing
- Cost and Price Analysis
- What Every Buyer Should Know
- Commercial Contracting, Otherwise Known as Purchasing
- Handbook of International Business Negotiation
- Certification Programs in International Purchasing Management and International Supply Chain Management

### Co-author of the following:

- Previous edition of the Certified Purchasing Manager Study Guide
- The Certified Purchasing Manager Diagnostic Examination
- The National Association of Purchasing Management Glossary of Key Purchasing Terms

## Testimonials:

*"The curriculum was broad based and relevant. I was able to put my education into practice on a daily basis."*

**~ Manager of Strategic Sourcing**

*"I wish to congratulate myself and the students who passed the recent Certification exam.*

*I also want to thank Dr. Graw for the instructional job well done. Great job!!"*

**~ Purchasing Manager**

*"Dr. Graw's class was superb! I am grateful for the opportunity to study under Dr. Graw! I intend to take his next course. "*

**~ Certified Professional Purchasing Manager**

Attend this certification course to :

- ❖ **Explain** how managers use them currently
- ❖ **Define** and explain online negotiations, forward auctions, reverse auctions, forward auctions, supply chain, exchanges, e-catalogs, search engines, content, and other Eprocurement terms and concepts
- ❖ **Understand** how e-catalogs work: how to use search engines, content creation and management, supplier integration, features/functions
- ❖ **Understand** and apply end to end procurement processes including strategic sourcing using Eprocurement techniques
- ❖ **Understand** how Eprocurement systems and tools are used to acquire maintenance contracts, consultant services, and other services
- ❖ **Understand** and explain the use of technology in making electronic payments

### **FREE TAKEAWAY!!**

- Free International Purchasing and Supply Chain Management Institute (IPSCMI) VIP Membership
  - **The benefits delegates will gain through this membership include:**
    - ✓ Increase in personal professionalism, quality, knowledge and skill
    - ✓ Receiving free periodic mailings of recent developed materials, articles and news reports

UNI training courses are thoroughly researched and carefully structured to provide practical and exclusive training applicable to your organisation.

Benefits include:

- Thorough and customised programmes to address current market concerns
- Illustrations of real life case studies
- Comprehensive course documentation
- Strictly limited numbers



# ABOUT THE INTERNATIONAL PURCHASING AND SUPPLY CHAIN MANAGEMENT INSTITUTE (IPSCMI)

IPSCMI is a prestigious professional institute offering purchasing and supply chain management certifications throughout the world in all modes of instruction, including conventional public seminars, online courses, in-house seminars and other distance learning modes.

IPSCMI's purchasing and supply chain management courses and programs are provided around the world by a complete network of alliance partners which contract with IPSCMI for collaboration in conducting the IPSCMI programs. More than 60000 professionals from 42 countries worldwide have been certified by IPSCMI so far.

## BENEFITS OF CERTIFICATION

Professional certification offers individuals a wide range of important benefits. The certification designation demonstrates to current and potential employers that the employee possesses a solid foundation of experience and education in a field of endeavor that can have a positive impact on bottom-line results. Certification symbolizes knowledge and accomplishment and is highly regarded by colleagues and employers. As a certified professional, the employee can proudly join a successful group of professionals who are enriching and advancing their careers and their chosen professions. Specific benefits include the following:

**Professionalism** -- Certification indicates a high level of professionalism to both coworkers and customers, increasing one's value in the market place.

**Leadership** -- Certification signifies an employee as dedicated to continuous improvement of himself/herself.

**Recognition** -- Only a small fraction of professionals ever achieve certification, indicating that they are a leading professional in their fields.

**Knowledge** -- Certification will improve one's understanding of the most current processes and trends in one's profession.

**Ethical Behavior**—Individuals who become certified must subscribe to a rigorous code of ethics appropriate to the specific profession.

## WORKSHOP OVERVIEW

How do you know which e-procurement tools and systems are best for your organization? This seminar provides an introduction to e-procurement, current trends, options, and tools currently available in the marketplace, and will explore technology resources and methods of selection of technology suppliers and vendors. A step-by-step process for online sourcing and negotiation and a discussion on the use of third party facilitators and enablers will also be included.

At the completion of the course, delegates take the 80 multiple choice question and upon passing, will be awarded 'Certified E-Procurement Professional' from the International Purchasing and Supply Chain Management Institute.

## WHY YOU SHOULD ATTEND

Students will develop their knowledge, skill, and ability to plan, organize, and control the application of technology applications and tools in the pre-award (procurement) and post-award (contract administration) processes. Delegates will be able to:

- ✓ Determine which Eprocurement tools and systems are best for their own organization
- ✓ Understand and apply Eprocurement trends, options, and tools currently available in the marketplace
- ✓ Understand and apply technology resources and methods of selection of technology suppliers and vendors. Understand and apply a step-by-step process for online sourcing and negotiation
- ✓ Determine the selection and application of third party facilitators and enablers
- ✓ Determine how to use technology to provide payment to supplier

### In-House Training

Cost effective In-house courses, tailored specifically to your organisation's needs, can be arranged at your preferred location and time. If you would like to discuss further, please contact our In-house division at [iht@unistrategic.com](mailto:iht@unistrategic.com).

## ISO 9001

The Certification programs of the International Purchasing and Supply Chain Management Institute (IPSCMI) of Lewes, Delaware have been verified and determined to meet all the Quality Management System (QMS) requirements of International Organization for Standardization (ISO) Standard 9001, to include the Quality Management requirements, requirements for Quality Systems Administration, requirements for Process/Product Operations, and requirements for Quality Control.

\*Each certification is valid for 5 years

## WHO SHOULD ATTEND:

Managers of purchasing, materials, and supply chain management who are responsible for the overall performance of their organization

Purchasing, materials, and supply chain management professionals who are currently responsible for e-procurement system selection and/or implementation or may be in the future.

Purchasing and supply management professionals who want to increase their knowledge about using e-procurement tools and systems for spend management, strategic sourcing, supplier evaluation, and supplier relationship management.

Information systems analysts who may be involved in the selection or implementation of e-procurement systems

## Program Schedule

### (Day 1 – Day 5)

08:30	Registration
09:00	Morning Session Begins
10:40 - 11:00	Refreshments & Networking Break
12:45	Luncheon
14:00	Afternoon Session begins
15:30 - 15:50	Refreshments & Networking Break
17:00	Course Ends

## PRE-COURSE QUESTIONNAIRE

To ensure that you gain maximum value from this course, a detailed questionnaire will be forwarded to you upon registration to establish your exact training needs and issues of concern. Your completed questionnaire will be analysed by the course trainer prior to the event and addressed during the event. You will receive a comprehensive set of course documentation to enable you to digest the subject matter in your own time.

# Program

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## DAY 1

### AN INTRODUCTION TO E-PROCUREMENT

#### CFO View of Procurement/Purchasing

- Explain how many CFOs view their procurement/purchasing organizations.
- Explain the CFOs image of a “world-class purchasing organization”.
- Explain why technology and automated systems are important to the “world-class purchasing organization”.

#### EProcurement Introduction

- Identify the benefits and risks of e-procurement
- Analyse procurement methods to evaluate cost savings
- Assess different options for integration of organizations' information systems with e-procurement suppliers

#### EProcurement/Sourcing Technology Tools and Methods

Identify, evaluate, select and implement technologies that support supply management functions throughout the organization

- Business process design
- Market analysis for selection of appropriate e-solutions
- Methodologies for selection, implementation and adoption by the organization
- Contemporary e-sourcing tools
- Procedures for managing an online event
- Spend analysis
- Contract management
- Supplier performance measurement

IN ADDITION: One or more Sourcing Cases

IN ADDITION: One or more EProcurement Cases

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## DAY 2

### CATALOGS AND EXCHANGES

#### Electronic Catalogs: Punchout and Beyond Punchout

- Explain the role of electronic catalogs in EProcurement
- Explain “Punch-Out” or XML in the application of electronic catalogs
- Compare and contrast supplier-maintained and buyer-maintained electronic catalogs
- Explain how many companies have gone “beyond punch-out” in their use of electronic catalogs

#### EProcurement: Agents and Auction

- Define Agents/Bots
- List the several types of Agents/Bots and how they help the purchasing process
- List the several types of auctions
- Describe reverse auctioning and how it should be used in purchasing

#### Digital Signatures

- The Electronic Signatures in Global and National Commerce Act (E-SIGN) – Some relevant principles:
  - 1) Electronic vs. digital signatures
  - 2) Nondiscrimination
  - 3) Validity vs. enforceability
  - 4) Limitations
- E-SIGN - Impact on Public Key Infrastructures (PKIs)
  - ❖ Technology neutrality
  - ❖ Federal preemption
- UN Initiatives

#### HUBs, Yield Managers, Exchanges and Spokes

- List and describe the various types of Hubs
- Explain how different Hubs are used in ECommerce
- Explain how Buyers and Sellers use ECommerce Exchanges
- Explain how Exchanges are managed
- Explain how Spokes are used to connect to Hubs and how these Spokes are used

IN ADDITION: One or more EProcurement Cases

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## DAY 3

### STRATEGIC SOURCING, ERP, AND ERFX SYSTEMS

#### Strategic Sourcing and EProcurement

- Explain the relationship between Strategic Sourcing and EProcurement.
- Describe the Strategic Sourcing Process and Phases
- Explain the relationship between Strategic Sourcing and “Other Types of Sourcing”
- Explain how EProcurement can facilitate Strategic Sourcing

#### ERP Systems

- Business process automation
- CRM, Customer Relationship Management systems
- ERP, Enterprise Resource Planning systems
- SRM, Supplier Relationship Management systems

#### Essentials of e-Sourcing: A Practical Guide for Managing the RFX Process in An “E” Environment

- Explain some of the practical guidelines and tips for successfully managing RFXs after the e-tools have been selected
- Explain how to configure for capacity, build the RFX, manage system access & document sharing, assure compliance with legal issues, and drive incremental revenue

IN ADDITION: One or more EProcurement Cases

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## DAY 4

### EPROCUREMENT FOR SERVICES, EPAYMENTS, AND MISTAKES TO AVOID

#### EProcurement of Services

- Compare and contrast EProcurement for Goods and EProcurement for Services
- Explain how EProcurement can be used for Services

#### Electronic Payment Options

- Types of money
- Types of payment systems
- Cash
- Electronic Funds Transfer
- Purchasing/Credit cards (and Derivatives)
- Subscriptions
- Financial EDI/ACH
- Net Accounts (including Paypal)

#### Mistakes to Avoid in Selecting and Implementing EProcurement Software

- The 10 most common mistakes in selecting and implementing EProcurement software
- What can/should be done to avoid these common mistakes

IN ADDITION: One or more EProcurement Cases

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## DAY 5

### REVIEW OF EPROCUREMENT RESEARCH, EPROCUREMENT BODY OF KNOWLEDGE, PREPARATION FOR CEPP EXAM, AND CONDUCT OF CEPP EXAM

- Review of EProcurement Research
- Review of CEPP Body of Knowledge
- Exam Taking Tips
- Student CEPP Examination (3 hours, multiple choice)

## ABOUT YOUR COURSE FACILITATOR:

**Dr. LeRoy H. Graw** has an international reputation as a purchasing and supply chain manager, trainer and consultant. He has more than 40 years of purchasing practitioner experience, including more than 24 years of experience in the public sector and more than 15 years of experience in the private sector. His 24 years of public sector experience includes 18 years as a senior level Purchasing Manager and 6 years as a senior level Contracts Manager for Federal Contractors/Suppliers. His 12 years of experience in the private sector include positions as Purchasing Manager, Materials Manager and Supply Chain/Logistics Manager. He has held positions with or reviewed the purchasing systems of 13 different "Fortune 500" companies.

He has also served as a National Officer with the Federal Acquisition Regulation and Subcontracts Buyers Group of the National Association of Purchasing Management/Institute of Supply Management. He is the former President and National Director, San Gabriel Chapter, National Contract Management Association and formerly served as a member of the Certified Purchasing Manager Examination Item Writing Committee with the National Association of Purchasing Management.

He is awarded by National Contract Management Association "Educator of the Year" in 1998. He is also published in Who's Who in the West, Who's Who in America and Who's Who in the World. He is considered by many to be the "Best Purchasing Instructor in the World".

During Dr. Graw's 39 years of purchasing practitioner experience, he taught purchasing and supply chain management for 21 different top level universities in the United States, Far East and Middle East. He is currently on the adjunct faculty at University of California Los Angeles, Boise State University, Royal Roads University, Western International University and Central Michigan University.

Dr. Graw is the author and co-author for many books and guides in the industries relating to procurement or purchasing and supply chain management, for example "C.P.M Study Guide", "C.P.M Diagnostic Examination", "What Every Buyer Should Know", "Commercial Contracting, Otherwise known as Purchasing", "Handbook of International Business Negotiation" and so on. He is also the author of certification programs in International Purchasing Management and International Supply Chain Management. He is the author of more than 50 different courses in Purchasing and Supply Chain Management courses and teaches all of them both conventional and online mode.

Dr. Graw holds a Bachelor of Science Degree from the U.S. Military Academy at West Point, a Master of Commerce (MBA) degree from the University of Richmond and a Doctorate in Curriculum and Education Administration from the University of Southern California.

### **Partial list of companies that have benefitted from Dr. Graw's expertise:**

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|--------------------------------------------------|--------------------------------------------------------------------|
| ✓ Talisman                                       | ✓ Sime Darby                                                       |
| ✓ PT. Pertamina EP                               | ✓ Siemens                                                          |
| ✓ Standard Chartered Bank                        | ✓ Sinopec-China Petroleum                                          |
| ✓ Bank Negara Malaysia                           | ✓ American Airlines                                                |
| ✓ Government of the People's Republic of China   | ✓ China Mobile                                                     |
| ✓ Bank Danamon Indonesia                         | ✓ Huawei Technologies                                              |
| ✓ CNOOC SES Ltd                                  | ✓ Beijing Modern Management Technology Exchange Center             |
| ✓ Petron Corporation                             | ✓ Beijing Five Star Universe International Culture Exchange Center |
| ✓ PT. Pertamina Persero                          | ✓ the Chinese State-Owned Enterprise Restructuring Agency          |
| ✓ PTT Global Chemical Plc                        | ✓ Cement Industries Malaysia                                       |
| ✓ Hewlett Packard                                | ✓ Alcatel Corporation                                              |
| ✓ PetroChina                                     | ✓ Apple                                                            |
| ✓ Volkswagen                                     | ✓ Lucent Technologies                                              |
| ✓ Sri Lanka Telecom                              | ✓ B.Braun Medical Industries                                       |
| ✓ Industrial and Commercial Bank of China        | ✓ Defence Science & Technology Agency                              |
| ✓ China National Offshore Oil Corporation        | ✓ B.Braun Medical Industries                                       |
| ✓ US Postal Service, the US Department of Energy | ✓ Defence Science & Technology Agency                              |
| ✓ US General Services Administration             |                                                                    |
| ✓ US Department of Defense                       |                                                                    |
| ✓ CUEL Limited                                   |                                                                    |