Procurement Automation Basics Training Course

Professional Development Training Course Outline

Category	Logistics and Supply Chain Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Procurement Automation Basics Training Course is designed to equip professionals with essential skills and knowledge to streamline procurement processes using modern automation tools. In today's fast-paced business environment, organizations face challenges in managing complex supply chains, supplier relationships, and procurement workflows efficiently. This course leverages advanced procurement automation technologies, digital sourcing platforms, and data-driven decision-making to enhance operational efficiency, reduce costs, and improve compliance. Participants will gain practical insights into e-procurement systems, automated purchase orders, supplier evaluation, and strategic procurement planning, enabling them to drive measurable value for their organizations.

By integrating real-world case studies, hands-on exercises, and interactive simulations, the course ensures that participants develop both technical proficiency and strategic understanding of procurement automation. The curriculum emphasizes emerging trends in digital procurement, AI-driven supplier analytics, and process optimization to prepare professionals for the evolving procurement landscape. Whether you are a procurement officer, supply chain analyst, or business manager, this course provides the foundation to transform traditional procurement processes into fully automated, efficient, and transparent operations.

Programme Curriculum

Procurement Automation Basics Training Course

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Course Objectives

1. Understand the fundamentals of procurement automation and its role in modern organizations.
2. Identify and evaluate digital procurement tools and software for effective process management.
3. Develop skills in automated purchase order creation and tracking.
4. Learn techniques for supplier selection, evaluation, and relationship management.
5. Apply e-procurement strategies to enhance organizational efficiency.
6. Analyze procurement data for informed decision-making and risk mitigation.
7. Explore AI and machine learning applications in procurement automation.
8. Understand compliance, audit, and regulatory requirements in automated procurement.
9. Implement workflow optimization strategies in procurement operations.
10. Enhance collaboration between procurement, finance, and operations teams.
11. Evaluate cost-saving opportunities through automation and process improvement.
12. Design procurement dashboards for monitoring performance metrics.
13. Integrate case studies to apply learned concepts in real-world scenarios.

Organizational Benefits

- Increased operational efficiency in procurement processes.
- Reduction of manual errors and repetitive tasks.
- Improved supplier relationship management.
- Enhanced transparency and compliance across procurement activities.
- Faster procurement cycle times and reduced lead times.
- Cost savings through strategic automation and optimized workflows.
- Data-driven decision-making using procurement analytics.
- Enhanced collaboration across departments.
- Scalable procurement processes for organizational growth.
- Competitive advantage through adoption of digital procurement technologies.

Target Audiences

- Procurement Officers
- Supply Chain Analysts
- Operations Managers

- Finance and Accounting Professionals
- Business Process Analysts
- Project Managers
- IT Professionals supporting procurement systems
- Organizational Leaders seeking efficiency in procurement

Course Duration: 5 days

Course Modules

Module 1: Introduction to Procurement Automation

- Overview of procurement processes and challenges
- Key concepts in procurement automation
- Benefits of digitization and process improvement
- Role of automation in cost reduction
- Case Study: Successful implementation in a manufacturing company
- Hands-on demonstration of an automated procurement system

Module 2: Digital Procurement Tools and Software

- Overview of e-procurement platforms
- Evaluation criteria for software selection
- Integration with existing ERP systems
- Supplier onboarding and management
- Case Study: E-procurement software adoption in a retail chain
- Practical exercise using a demo platform

Module 3: Automated Purchase Orders

- Creating and tracking automated purchase orders
- Approval workflows and notifications
- Managing purchase order exceptions
- Ensuring compliance and audit readiness
- Case Study: Purchase order automation in a logistics company
- Hands-on simulation of purchase order creation

Module 4: Supplier Selection and Evaluation

- Supplier qualification criteria
- Automated scoring and ranking techniques
- Risk assessment and mitigation
- Supplier performance monitoring

- Case Study: Supplier evaluation automation in FMCG sector
- Exercise: Supplier scoring using software

Module 5: E-Procurement Strategies

- Sourcing strategies and digital tendering
- Contract management automation
- Spend analysis for procurement decisions
- Collaborative procurement techniques
- Case Study: E-sourcing in a government agency
- Practical group activity

Module 6: Procurement Analytics and Reporting

- Key procurement metrics and KPIs
- Data visualization for decision-making
- Predictive analytics in procurement
- Automated reporting tools
- Case Study: Analytics-driven procurement improvements
- Hands-on activity: Creating dashboards

Module 7: AI Applications in Procurement

- Machine learning for demand forecasting
- AI-powered supplier recommendations
- Predictive risk management
- Cost optimization using AI
- Case Study: AI integration in a multinational company
- Interactive simulation with AI tools

Module 8: Compliance, Audits, and Risk Management

- Regulatory and audit requirements
- Ensuring automated process compliance
- Risk identification and mitigation strategies
- Audit trail management in digital systems
- Case Study: Compliance automation in healthcare procurement
- Hands-on compliance checklist activity

Training Methodology

- Interactive lectures and discussions
- Hands-on exercises and software simulations
- Group activities and role-playing
- Case studies with real-world examples
- Practical demonstrations of automated tools
- Q&A sessions for concept clarification

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.
f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

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