Procurement Foundations: Sourcing & Digital Transformation

15 – 19 August 2027
Nairobi

AGILE LEADERS
Training Center

Procurement Foundations: Sourcing & Digital Transformation

Ref: 103600451_103504 **Date:** 15 – 19 August 2027 **Location:** Nairobi **Fees:** 4500 Euro

Overview

Establishing solid purchasing capabilities is vital for junior buyers and enterprise teams transitioning away from manual ordering. Procurement Foundations: Sourcing & Digital Transformation introduces early-career professionals to the fundamental purchasing cycle, structured spend classification, and core e-procurement applications. Participants trace how purchase requisitions evolve into formal requests, purchase orders, and verified deliveries while learning to classify expenditure and configure cloud-based buying catalogues. The curriculum details practical requisitioning protocols, vendor screening scorecards, and cloud portal workflows across modern enterprise environments. This course is delivered by Agile Leaders Training Center.

Who Should Attend

- New buyers and junior purchasing specialists seeking foundational methods for ordering and vendor onboarding.
- Requisition coordinators and procurement assistants learning formal purchase order generation and invoice matching.
- Supply chain clerks and inventory staff transitioning into commercial buyer roles.
- Accounts payable clerks and finance assistants collaborating with buying departments on three-way matching.
- Administrative officers tasked with navigating enterprise resource planning tools and electronic requisitioning.

Departments and Industries

This course supports entry-level and cross-functional personnel handling front-line acquisition routines across corporate and institutional settings.

- Central Purchasing and Purchasing Operations Departments
- Finance, Accounts Payable, and Budget Administration Units
- Logistics, Inventory Control, and Material Management Sections
- Corporate Shared Services and Enterprise Resource Planning Support Teams
- Public Agencies, Healthcare Facilities, Manufacturing Plants, and Utilities

Learning Objectives

By the end of this course, participants will be able to:

- Navigate the foundational purchasing cycle from requisition creation to final invoice reconciliation.
- Group organizational expenditure using spend classification taxonomies and category codes.
- Draft balanced RFP and RFQ documentation for standard commercial requisitions.
- Assess vendor submissions using objective onboarding rubrics and pre-qualification checklists.
- Configure automated approval workflows using cloud e-procurement platforms such as SAP Ariba and Coupa.
- Monitor vendor fulfillment using milestone checklists and basic service level expectations.
- Apply introductory environmental, social, and governance guidelines to responsible purchasing activities.

Course Agenda

Day 1: Baseline Purchasing Cycles and Requisition Governance

- Structure and objectives of the entry-level buying function within modern enterprises
- End-to-end purchasing workflows from purchase requisition to invoice settlement
- Spend classification taxonomies, item cataloguing, and standard commodity codes
- Segregation of purchasing duties, spending thresholds, and delegation of authority
- Foundational procurement ethics, anti-fraud guidelines, and purchasing transparency
- Internal customer communication and purchase requisition intake procedures
- Review session on purchasing governance rules and requisition approvals

Day 2: Solicitation Mechanics and Vendor Selection

- Drafting clear solicitation packages: Requests for Quotations and Requests for Proposals
- Developing baseline vendor pre-qualification forms and capability assessments
- Multi-factor scoring rubrics for transparent technical and price evaluations
- Market price benchmarking and basic cost breakdown analysis for standard goods
- Publishing requirements via electronic tendering portals and public buyer networks
- Practical walk-through on evaluating competing vendor quotations
- Review session on transparent quote analysis and scoring integrity

Day 3: Purchase Orders, Basic Terms, and Fulfillment Oversight

Anatomy of a standard purchase order: line items, delivery terms, and incoterms
Core contractual elements: warranties, payment terms, and delivery milestones
Tracking purchase order fulfillment and managing delivery receipt notices
Three-way matching protocols between purchase orders, goods receipts, and invoices
Handling basic delivery discrepancies, damaged shipments, and return authorisations
Managing routine vendor communication and order status escalations
Review session on purchase order administration and payment verification

Day 4: Cloud E-Procurement Tools and Automated Workflows

- Transitioning from paper-based requisitions to cloud-based e-procurement suites
- Navigating guided buying modules, requisition routing, and digital catalogues
- Utilising SAP Ariba, Coupa, and S/4HANA for automated purchase order distribution
- Setting up punch-out catalogues and standard contracted line-item repositories
- Configuring approval chains, audit trails, and spend visibility dashboards
- Eliminating maverick spending through self-service requisitioning controls
- Review session on digital user adoption and requisition workflow optimisation

Day 5: Responsible Sourcing and Systems Adoption

- Fundamental vendor performance monitoring using basic on-time delivery indicators
- Integrating sustainability principles and eco-friendly specifications into purchasing
- Identifying vendor operational dependencies and early delivery delay warnings
- Maintaining clean vendor master files and transaction records for audit reviews
- Drafting a personal action plan for mastering enterprise e-procurement tools
- Review session on responsible buying practices and continuous process improvement

Course Toolbox

- Purchase requisition intake checklist and approval matrix template
- Standard RFQ drafting template and vendor quote comparison worksheet
- Three-way matching verification protocol for accounts payable integration
- Vendor onboarding screening rubric and compliance questionnaire
- Cloud e-procurement workflow process maps for guided buying
- Responsible purchasing criteria checklist for baseline goods acquisition

FAQs

What prerequisites are recommended before taking this foundational course?

No prior purchasing accreditation is required. Participants should possess basic administrative skills and familiarity with standard office applications or corporate business operations.

What is the daily schedule and overall time commitment for this programme?

Classroom learning runs between 4 and 5 hours each day over five consecutive days, completing 20 to 25 hours of foundational instruction, group discussions, and software walkthroughs.

How do cloud e-procurement platforms modernise basic purchasing routines?

Cloud platforms automate repetitive tasks, such as routing purchase requisitions, verifying spend against budgets, and issuing electronic purchase orders. Tools like SAP Ariba, Coupa, and S/4HANA reduce administrative delays and improve ordering compliance across the organization.

Conclusion

Participants conclude this training with a thorough grasp of fundamental purchasing routines and the digital systems that govern enterprise acquisitions. By linking disciplined requisitioning protocols with modern cloud e-procurement tools and ethical supplier screening, new buyers contribute to organized spend visibility, rapid order fulfillment, and responsible corporate stewardship.