



EIPM

RESEARCH • UPSKILLING • PERFORMANCE

“Fundamentals of Procurement”



*An EIPM
Certification Programme
for Entry-level Buyers.*



33 years ago, a group of international companies created EIPM, the first European and worldwide centre for **Procurement, Purchasing and Supply Management**. Their vision was to build a community of leaders through **Research, Education, Training and Networking**. Since 1991, EIPM has trained tens of thousands of procurement professionals. Our satisfaction is to see many of them taking on high-level responsibilities within flagship companies of all kind of industries and economic sectors.

For managers

- Update or upgrade the expertise of your team members in the relevant disciplines,
- Foster the implementation of new know-how into the work processes,
- Increase performance of your team and boost your people's self-confidence.

The key to successfully designing a customised training is to work in close collaboration with you to fully reflect your organisation's specific needs and environment, adapting the programmes to your profile, mission, culture, tools and strategy.

For individuals

- Assess your knowledge and know-how before designing your upskilling journey and undertaking training courses,
- Broaden/upgrade your mastery in procurement and related topics,
- Get up-to-speed on the recent evolutions & development of the procurement world,
- Reinforce your savoir-faire on specific topics or methods of the procurement fundamentals.

EIPM continuously re-evaluates the structure and content of its programmes to ensure the institute remains at the **crossroads of the business and academic worlds**, delivering an educational approach firmly grounded in **real-world business practices**.

EIPM educational programmes and services:



Research dissemination

Keynotes
Webinars
Publications
EIPM Think Tank



Upskilling

E-learning
Hybrid training
Certifications
Coaching/Mentoring
Master classes
Executive education
Procurement academies



Assessments & Benchmarking

Skills assessment
Maturity assessment
Negotiator's profiling
MBTI profiling



Networking events

Afterworks
Breakfast talks
L&D workshops
CPO roundtables



Facilitation services

Procurement seminars
Workshops
Supplier day
Conferences
Promptathons

PRESENTATION OF THE PROGRAMME



The '**Fundamentals of Procurement**' certification is designed to provide people new to the profession with the essential knowledge and know-how to understand procurement and its role in the success of the company. This comprehensive awareness programme covers key concepts such as the *procurement process*, *risk management*, *supplier scouting and selection*, *legal aspects*, *sustainability* and *negotiation*. Participants will learn how to manage a procurement portfolio, making value-based decisions that are aligned with the organisation's objectives.

The course is structured in **8 chapters**, combining theoretical instruction and practical exercises. This certification is the ideal foundation for beginners and/or people who will be working closely with strategic buyers.

Programme overview:

I. Overview of Procurement Date: 28/04/2025, 09:00–12:30 CET <ul style="list-style-type: none"> ◆ Introduction to procurement, its strategic role and its latest trends ◆ Stakeholder management fundamentals ◆ Introduction to Category Strategies, purchasing tactics and levers 	II. Sustainability Date: 12/05/2025, 09:00–12:30 CET <ul style="list-style-type: none"> ◆ Introduction to sustainability ◆ Decarbonisation ◆ Introduction to Circular economy
III. Risk & Finance Date: 13/05/2025, 09:00–12:30 CET <ul style="list-style-type: none"> ◆ Risk mapping and analysis ◆ Risk mitigation and management strategies ◆ Basics of supplier financials 	IV. Sourcing Date: 26/06/2025, 09:00–12:30 CET <ul style="list-style-type: none"> ◆ Needs analysis ◆ Costs breakdown ◆ Supplier selection process
V. Data analytics and Artificial Intelligence Date: 27/05/2025, 09:00–12:30 CET <ul style="list-style-type: none"> ◆ Basics of Data analytics ◆ Basics of AI ◆ Fundamentals of Prompt engineering 	VI. Contracts and Contract Management Date: 10/06/2025, 09:00–12:30 CET <ul style="list-style-type: none"> ◆ Overview of legal concepts ◆ Contract fundamentals ◆ Contract performance management
VII. Performance Management Date: 11/06/2025, 09:00–12:30 CET <ul style="list-style-type: none"> ◆ Fundamentals of procurement performance management ◆ Supplier Relationship Management fundamentals ◆ Key Performance Indicators 	VIII. Negotiation Date: 23/06/2025, 09:00–12:30 CET <ul style="list-style-type: none"> ◆ Differentiating negotiation from bargaining ◆ Effective preparation for supplier negotiations ◆ Negotiation meeting management

DETAILED PROGRAMME

I. GLOBAL OVERVIEW OF PROCUREMENT

- ◆ **Learning goals**
 - Understand the added value of Procurement
 - Structure communication with stakeholders
 - Understand the overview of a category strategy with different procurement levers to support the strategy
- ◆ **Course Structure**
 - 4 e-modules.
 - 1 Virtual Class (VC).

Individual online self-study, consisting of e modules, readings and videos, must be considered as preparatory work for the virtual classes that follow. Hence, it must be completed before attending to the virtual class.

SELF-PACED TRAINING	VIRTUAL CLASS
<ul style="list-style-type: none">◆ Procurement Support Strategy◆ Stakeholder analysis◆ Strategy alignment◆ Procurement Process steps	<ul style="list-style-type: none">◆ Workshop: Role of Procurement◆ Stakeholder management and Buying Centre◆ Category Strategies, purchasing tactics and levers

II. SUSTAINABILITY

- ◆ **Learning goals**
 - Understand the principles of Sustainability and Triple Bottom Line
 - Learn about the principles of Environment / Social / Governance (ESG)
 - Understand Decarbonization
 - Understand the 9R principles of Circular Economy
- ◆ **Course Structure**
 - 3 e-modules.
 - 1 Virtual Class (VC).

Individual online self-study, consisting of e-modules, readings and videos, must be considered as preparatory work for the virtual classes that follow. Hence, it must be completed before attending to the virtual class.

SELF-PACED TRAINING	VIRTUAL CLASS
<ul style="list-style-type: none">◆ Sustainability◆ Sustainability and Risks◆ Circular Economy	<ul style="list-style-type: none">◆ Sustainability and the Triple P Bottomline◆ Decarbonisation framework◆ Mini-workshop on Circular economy with 9R principles

DETAILED PROGRAMME

III. RISK & FINANCE

◆ Learning goals

- Identify different types of risks and elaborate mitigation plans
- Calculate ratios and ask the right questions to investigate the financial health of a supplier

◆ Course Structure

- 2 e-modules.
- 1 Virtual Class (VC).

Individual online self-study, consisting of e modules, readings and videos, must be considered as preparatory work for the virtual classes that follow. Hence, it must be completed before attending to the virtual class.

SELF-PACED TRAINING	VIRTUAL CLASS
<ul style="list-style-type: none">◆ Risk analysis◆ Understanding Financial Statements	<ul style="list-style-type: none">◆ Workshop: The Risk Matrix (Impact/Probability)◆ Risk mitigation and management strategies◆ Evaluate the Financial health of Suppliers.

IV. SOURCING

◆ Learning goals

- Structure communication with stakeholders and translate needs into measurable objectives
- Gain a solid understanding of the basics of cost analysis
- Implement an objective, transparent supplier selection process

◆ Course Structure

- 3 e-modules.
- 1 Virtual Class (VC).

Individual online self-study, consisting of e-modules, readings and videos, must be considered as preparatory work for the virtual classes that follow. Hence, it must be completed before attending to the virtual class.

SELF-PACED TRAINING	VIRTUAL CLASS
<ul style="list-style-type: none">◆ Request for X◆ Cost & Savings◆ Basic Cost Breakdown	<ul style="list-style-type: none">◆ Gather Stakeholder requirements (needs vs wants).◆ Mini workshop on Cost breakdown (fixed vs variable costs)◆ Workshop on Sourcing process (Supplier scouting and selection)

DETAILED PROGRAMME

V. DATA ANALYTICS AND ARTIFICIAL INTELLIGENCE

- ◆ **Learning goals**
 - Discover key concepts of Data analytics and the power that data brings to decision-making
 - Understand what is AI and its applications in procurement
 - Get the basics of prompt engineering applied to procurement
- ◆ **Course Structure**
 - Pework readings
 - 1 Virtual Class (VC).

Individual online self-study, consisting of e modules, readings and videos, must be considered as preparatory work for the virtual classes that follow. Hence, it must be completed before attending to the virtual class.

SELF-PACED TRAINING	VIRTUAL CLASS
<ul style="list-style-type: none">◆ Readings on AI and how the ever-evolving AI universe looks like◆ Your guide to prompt engineering	<ul style="list-style-type: none">◆ Basics of Data analytics◆ AI in Procurement◆ Prompt Engineering

VI. CONTRACTS AND CONTRACT MANAGEMENT

- ◆ **Learning goals**
 - Understand the international legal framework
 - List the necessary conditions to have a valid commercial contract
- ◆ **Course Structure**
 - 3 e-modules.
 - 1 Virtual Class (VC).

Individual online self-study, consisting of e-modules, readings and videos, must be considered as preparatory work for the virtual classes that follow. Hence, it must be completed before attending to the virtual class.

SELF-PACED TRAINING	VIRTUAL CLASS
<ul style="list-style-type: none">◆ Contracts fundamentals◆ Overview of Legal Concepts◆ Overview of Contracts	<ul style="list-style-type: none">◆ Introducing contracts and their validity◆ Mini-cases◆ Workshop: Main contract clauses◆ Contract performance

DETAILED PROGRAMME

VII. PERFORMANCE MANAGEMENT

◆ Learning goals

- Understand the principles of performance management
- Apply performance management to Supplier Relationship Management
- Identify the appropriate Key Performance Indicators (KPIs) for your portfolio

◆ Course Structure

- 2 e-modules.
- 1 Virtual Class (VC).

Individual online self-study, consisting of e modules, readings and videos, must be considered as preparatory work for the virtual classes that follow. Hence, it must be completed before attending to the virtual class.

SELF-PACED TRAINING	VIRTUAL CLASS
<ul style="list-style-type: none">◆ Key Performance Indicators◆ What is SRM (level 1)	<ul style="list-style-type: none">◆ Common KPIs in companies◆ Inclusion of KPIs in Contracts◆ Workshop: Create your own Supplier Balanced Scorecard

VIII. NEGOTIATION

◆ Learning goals

- Define negotiation objectives, including different options
- Organise a negotiation plan, taking the company's constraints, the supplier's expectations and the market situation into consideration
- Build alternative solutions (BATNA) to avoid deadlock situations

◆ Course Structure

- 3 e-modules.
- 1 Virtual Class (VC).

Individual online self-study, consisting of e-modules, readings and videos, must be considered as preparatory work for the virtual classes that follow. Hence, it must be completed before attending to the virtual class.

SELF-PACED TRAINING	VIRTUAL CLASS
<ul style="list-style-type: none">◆ Value Exchange in Negotiation◆ Offensive /Defensive Negotiation◆ Backing Negotiations with a BATNA	<ul style="list-style-type: none">◆ Mini Role-Play on Bargaining vs Negotiation◆ Prepare for a Negotiation◆ Workshop to create a Control Panel : Value exchange

REGISTRATION

◆ Prerequisite

A good command of English or French

Have the necessary technical equipment to follow the online courses: [technical requirements](#)

◆ Accessibility

When registering for our training, we study with the candidates having a disability and through an individual interview the actions that we can put in place to facilitate their learning. For this, we can also rely on a network of identified national partners.

◆ Graduation rate

100% success rate. Statistics based on 2024 year.

◆ Learning mode

This certification programme is shapped in online mode.

The learning platform is open upon registration and accessible until the end of the programme.

◆ Tuition fee

€ 2 800, sales taxes excluded.

Taxes will be applied according to the official regulations depending on your fiscal residence.

◆ Sales contact

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The European Institute of Purchasing Management



EIPM is constantly challenging its programmes in order to position the institute at the intersection of the business and academic worlds, with an approach to education that is rooted in the reality of business.



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