

“DISCOVERING PURCHASING”

AN EIPM
CERTIFICATION
FOR NEWCOMERS



2023

The European Institute of Purchasing Management

www.eipm.org



Welcome to the Universe of Purchasing!

Your career path has led you to the purchasing sector and you realise that your knowledge in this area is not sufficient to allow you to progress with ease in the tasks entrusted to you. Do not worry, you are in the right place to acquire some fundamentals and enhance your knowledge about Purchasing!

Level 1 for Newcomers **"Discovering Purchasing"**

The Certification for Newcomers prepares participants to take in charge a purchasing portfolio. The training covers the fundamentals of the purchasing function, such as understanding the **purchasing process**, **analysis of a portfolio**, **segmentation**, understanding how to **apply the best practices** and **building a purchasing strategy**.

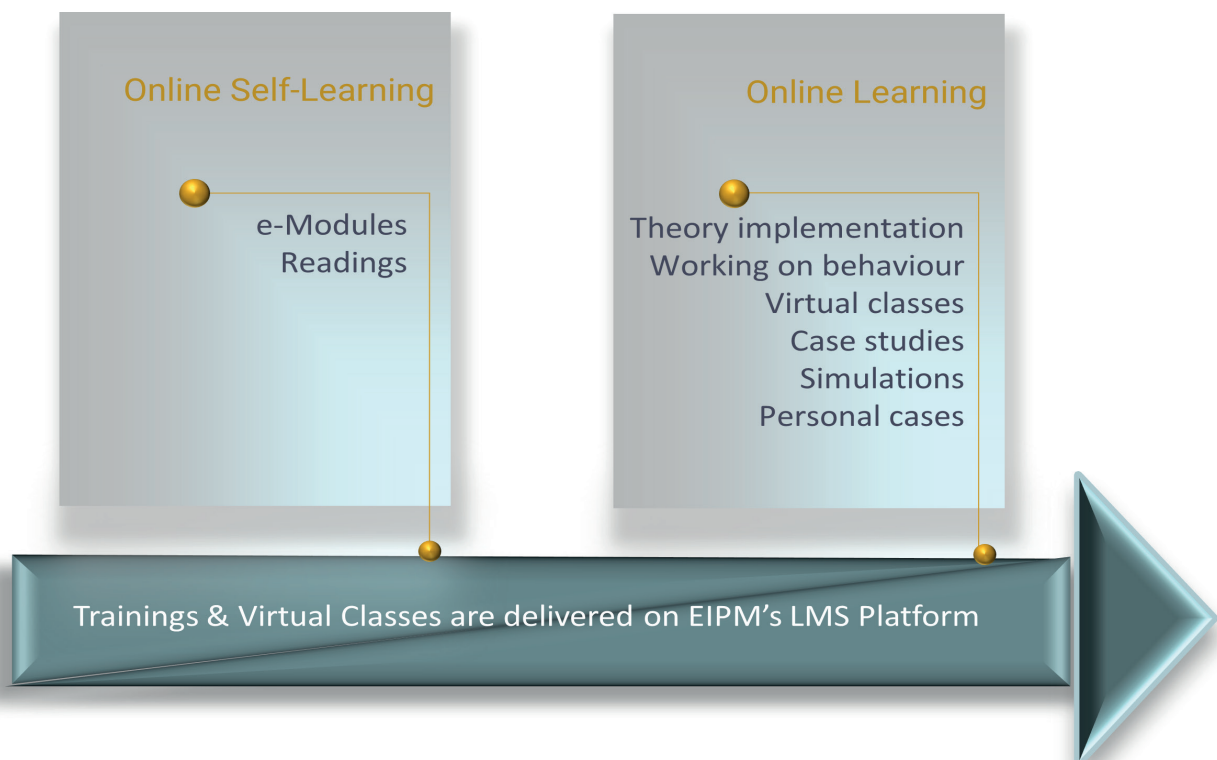
Targeted to provide the fundamental purchasing process and tools to Buyers with less than two years' experience and mostly local purchasing responsibilities. Stakeholders and sales professionals will also find it beneficial to broaden their vision of the business environment in which they are involved.

Which learning mode?

Full digital!

Over the last 30 years, EIPM has constantly been driving and leading the Purchasing & Supply management education in terms of content and pedagogies. The world is changing drastically due to different technological transformations, ways of living, globalisation and now, the unexpected and various impacts of the pandemic Covid 19.

This is the reason why we had to innovate and create digital pedagogies to better fit this new environment and complete the classic existing blended and FLeX learning offers. **The level 1 for newcomers** has been conceived in **Full Digital format**. The Distance Learning format is the appropriate method to enrich one's knowledge in the present time'.



Certification for Newcomers, the Full Digital Learning mode:

"Our constant preoccupation is to create a cohort spirit through Distance Learning mode!"
EIPM Research & Pedagogical team

The Learning programme

The Certification programme “Discovering Purchasing” focuses on the mandatory concepts of processes, tools and practices, when entering in Purchasing. It targets newcomers in the Purchasing function, internal stakeholders who want to better understand the Purchasing function, or a Sales force looking to improve its effectiveness by understanding its Clients’ purchasing practices.

The programme gives participants the basic foundations to further build advanced concepts of Purchasing. The programme is structured as follows:



The **Awareness Sessions** and their content are designed to lay the theoretical foundations common to the group of learners for each study theme at the very beginning of the course. During roughly half a day (210 mins), the professor unfolds the basic theory necessary for the proper understanding and assimilation of the rest of the course.



Next is a series of **mandatory e-Learning modules** which strengthen the foundations, before assisting to the two Virtual classes. There are two main topics: “Purchasing Inside” and “Purchasing Outside”. Each topic is made up of a variety of digital content (e-Learning modules, videos, webinars, readings, games, etc.) creating a complete learning corpus per topic. An **operational assignment** allows participants to show their excellence in applying tools learnt.



The **Virtual Classes (VC)** take place after the self-learning sessions and conclude a chapter. They are **mandatory** in a fixed planned Calendar. The trainer leads and coordinates the complete cohort of 10 to 12 Participants. **VCs are for validating that Participants understand the theory and learn how to implement it.** Each Virtual Class is built as follows:

- 1/3 is to **validate** that Participants have entirely understood the theory learnt alone online. This validation is based on peer-to-peer sessions through Q&A and games.
- 1/3 is to **implement** in virtual sub-groups, theory with cases, exercises, personal cases prepared during self-learning period. These sub-group sessions, as well as the plenary ones, are led and coordinated by the trainer.
- 1/3 is to go one step further and deeper on some content. Discussions aim at better understanding some elements of theory or to see how **to implement them in a corporate environment.**

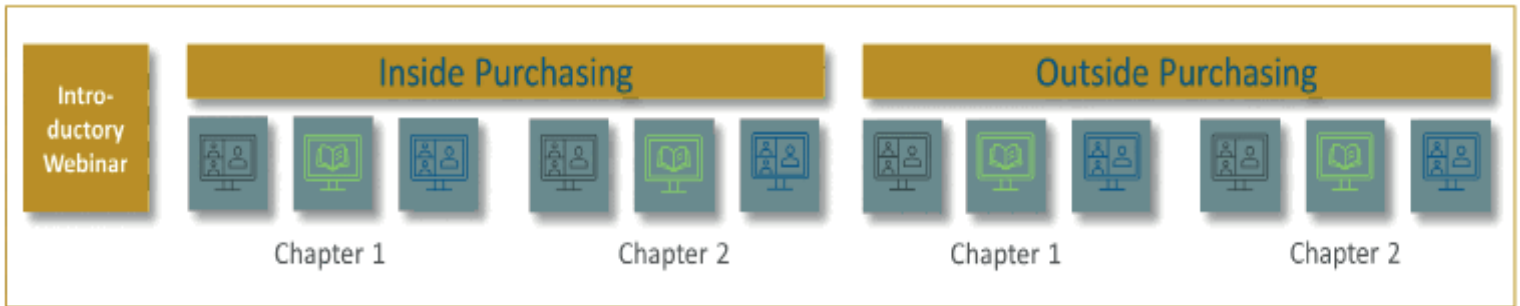
The **validation criteria** for this Certification programme are:

1. 100 % completion of the e-Learning modules
2. Relevant preparation and qualitative contribution to the virtual classes.

At a glance!

The level 1 Certification programme is composed of:

- **2 Themes:** Inside Purchasing & Outside Purchasing
- **4 Chapters**
- **2 Awareness sessions**
- **4 Virtual classes.**



Course	Fundamentals of Purchasing: INSIDE Purchasing	Fundamentals of Purchasing: OUTSIDE Purchasing
Chapters & Awareness session • Related self-study	<ol style="list-style-type: none"> Value added & Organisation <ul style="list-style-type: none"> The Rise of Procurement Procurement Process Steps Procurement Organisation Stakeholders <ul style="list-style-type: none"> Communicating with Stakeholders Functional Analysis 	<ol style="list-style-type: none"> New relations with suppliers <ul style="list-style-type: none"> Supply and demand Information sources in Procurement What is SRM? (Level 1) Understanding your SRM Partner Strategy <ul style="list-style-type: none"> Procurement Levers Supplier Prospection and selection
Virtual classes	<ol style="list-style-type: none"> The Evolution of Purchasing & Purchasing Process Functional Analysis of Needs 	<ol style="list-style-type: none"> Getting information on the markets & New relations with suppliers The right lever to execute a strategy
Aim of the course & Learning goals	<p>By the end of the Purchasing Inside course, Participants will be able to:</p> <ul style="list-style-type: none"> Understand the "raison d'être" of Purchasing and delineate its main processes. <p>Learning goals:</p> <ul style="list-style-type: none"> Understand the added value of Procurement Understand the role of a Buyer in the Procurement process Structure communication with stakeholders and translate needs into measurable objectives. Write the functional specifications of the product / service being procured. 	<p>By the end of the Purchasing Outside course, Participants will be able to:</p> <ul style="list-style-type: none"> Understand the market trends and what's happening around them. <p>Learning goals:</p> <ul style="list-style-type: none"> Get information from the market and do a thorough market analysis Understand new relationships with suppliers Implement an objective, transparent supplier selection process. Segment Portfolio and define priorities. Understand the different levers to implement in a Supplier Strategy.

Length of Awareness sessions and Virtual classes: 210 mn EACH

Estimated TOTAL length of self-study e-Modules: 6/8 Hrs.

Who will train and coach you?

Manish Shanbhag - Professor & Programme Manager on *“Discovering Purchasing”* and *“Buying for Performance”* Certifications



MBA, HEC School of Management, PARIS, FRANCE - Strategy Track
Bachelor of Engineering - RV College, India

Manish defined and managed sourcing methodologies for governance of the Rolling Stock Sites (14 sites) of Alstom Transport. He managed all sourcing tools impacting a sourcing community of more than 500 people.

He was the Sourcing Project Manager in Alstom, and pioneered the organisation and execution of online Auctions for various commodities. Successfully trained in 6 sigma black-belt processes, he executed an RFQ project (green belt project) to increase the Hit Rate conversion (from RFQs to Business Orders) from 9% to 25%.

He designed and deployed world-wide eSourcing tools like eRFQ, Supplier Risk Management and Supplier Document Repository and implemented KPIs to monitor their deployment and compliance. He led the project to manage Alstom Grid Sourcing Actions (Benefit Book) from Conceptualisation, Design, Development and Deployment. .

He is trained in Cost breakdown methodology, purchasing strategies, supplier risk analysis and SOC purchase.

Who is there to support and guide?



Katia Lotte
Educational Programme Manager



Bernard Gracia
President and Dean



Magali Mugnier
Project & Skills
Assessment Manager

Key information

Prerequisite

No prerequisite.

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

Over 96% success rate at exams during last 24 months.

Session dates

1st session / Spring: From 13th February to 17th April 2023

2nd session / Fall: From 21st August to 9th October 2023

The learning platform is open upon registration and accessible until the project is submitted.

Tuition fee

€ 1'600 Price is displayed free of VAT.

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

To apply

1. Directly on our website: <https://www.eipm.org/> or our Shop: <https://shop.eipm.org/>
2. You can also download the relevant Registration Form on our website: <https://www.eipm.org/certification/> and send it back, filled in, to the email address below.

Once registration is approved, you will receive a confirmation email as well as your access to the LMS to consult all documents related to the programme. For any question you may have or any assistance you may need at any step of the registration process, please contact us.

Your contact

Mrs Natalia Savitcaia: nsavitcaia@eipm.org
and +33 (0)4 50 31 56 78

The European Institute for Purchasing Excellence
Bâtiment Mont-Blanc 2 - 59, rue Antoine Redier
74160 Archamps - France



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"One who lacks knowledge is constantly at the mercy of change.
Only the one who knows is able to live the change serenely
...Or lead it! "

Bernard Gracia
EIPM President

*EIPM Education,
A stairway to professional development
and self-fulfilment!*

