



PROCUREMENT AND MATERIALS MANAGEMENT

E Procurement and Digital Purchasing Management

3 day course

Classroom, online or in-house

Course overview

Electronic procurement is bought to improve transparency and speed, and it delivers neither where users route around it because the approved path is slower than a phone call. This course covers making the system the easier route. Delegates work through the module landscape from requisition and catalogue through sourcing and contract to invoice, and deciding which parts an organisation actually needs first. Supplier onboarding is covered honestly, since a portal only works when suppliers use it, and many will need help. Catalogue and guided buying are addressed as the mechanism that produces compliance without policing. Approval workflow, thresholds and the delays that drive users off system follow. Data, spend visibility and reporting are covered. The course closes on implementation sequencing and on measuring adoption rather than deployment.

What you will learn

- Map the module landscape and decide what an organisation needs first
- Onboard suppliers, including those who need help to participate
- Use catalogues and guided buying to produce compliance without policing
- Design approval workflow and thresholds that do not drive users off system
- Obtain spend visibility and reporting from the transaction data
- Sequence an implementation so early stages deliver something
- Measure adoption rather than deployment

Who should attend

- Procurement managers evaluating or implementing e procurement systems
- Supply chain and IT project managers on digitisation projects
- Purchasing officers transitioning from manual to digital processes
- Procurement analysts responsible for spend reporting
- Vendor management and supplier onboarding staff

Course outline

- 01 Approved path slower than a phone call
- 02 The module landscape
- 03 Deciding what to implement first
- 04 Supplier onboarding and support
- 05 Catalogues and guided buying
- 06 Approval workflow and thresholds
- 07 Spend visibility and reporting
- 08 Implementation sequencing and measuring adoption

Upcoming dates

Dates	Venue	Format	Fee per delegate
23 to 25 December 2026	Windhoek, Namibia	Classroom	R14,950
1 to 3 February 2027	Pretoria, South Africa	Classroom	R14,950
8 to 10 February 2027	Gaborone, Botswana	Classroom	R14,950
17 to 19 February 2027	Online	Online	R6,500



Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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