



Procurement & Supply Chain Operations

Advanced Certificate in Procurement and Supply Operations (CIPS Part 2)

Course Introduction

The CIPS Level 2 Certificate in Procurement and Supply Operations is designed for those starting out in their purchasing and supply career.

This 5-day training program prepares candidates for all CIPS Level 2 modules, ensuring understanding of key principles, tools, and practices needed to operate effectively in a procurement role.

Target Audience

- Aspiring Procurement Professionals
- Junior Buyers or Procurement Assistants
- Operational Staff in Supply Chain Functions
- Career Advancers
- Business or Technical Professionals

Learning Objectives

- Understand the role and scope of procurement and supply in various industries
- Identify and support key procurement operations including sourcing and contracting

- Build productive stakeholder relationships within and outside the organization
- Use systems and technologies that support the procurement cycle
- Manage logistics, inventory, and expediting tasks effectively

Course Outline

- DAY 01

Introducing Procurement and Supply

- What procurement and supply means?
- The role of procurement in the organization
- Procurement cycle stages
- Internal and external stakeholders
- The impact of procurement on cost, quality, and delivery
- Ethics and responsibilities of procurement professionals
- Legal aspects of procurement
- Sourcing basics and supply chain awareness
- Introduction to sustainability in procurement

- Day 02

Procurement and Supply Operations

- Requisition to pay (P2P) process

- Request for quotation (RFQ) and purchase orders
- Supplier selection basics
- Contracting and terms & conditions overview
- Managing deliveries and supplier performance
- Receiving goods, invoicing, and reconciliation
- Working with internal teams (finance, operations)
- Operational problem-solving
- Practical Application.

• Day 03

Stakeholder Relationships:

- Who stakeholders are and their influence?
- Communication methods and channels
- Customer service principles in procurement
- Conflict resolution and listening skills
- Supporting cross-functional collaboration
- Trust and transparency in supplier relationships
- Internal and external customer needs
- Review of relationship case scenarios
- Practical Application.

• Day 04

Systems Technology:

- Introduction to procurement-related systems
- Purchase-to-pay systems (P2P) and e-sourcing tools
- Role of ERP systems in supply chain
- Benefits of automation and data accuracy
- Digital communication tools
- Handling data securely in procurement
- Simple KPIs and performance dashboards
- Technology trends in procurement

Inventory, Logistics and Expediting:

- Inventory basics: types, levels, and replenishment
- Logistics and warehousing principles
- Expediting and managing late deliveries
- Reducing waste and improving delivery performance
- Stock rotation and demand forecasting
- Role of expeditors in procurement
- Sustainability in logistics
- Sample test questions and CIPS exams strategy

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
July 7, 2025	July 11, 2025	5 days	4250.00 \$	UAE - Abu Dhabi
Sept. 15, 2025	Sept. 19, 2025	5 days	4250.00 \$	UAE - Dubai
Oct. 20, 2025	Oct. 24, 2025	5 days	4250.00 \$	UAE - Dubai