

## **Certified Procurement and Inventory Professional (CPIP) – 10-Day Program**

### Program Objective:

To equip participants with the knowledge, tools, and practical techniques to excel in procurement strategy, supplier evaluation, contract management, inventory optimization, and warehouse operations, aligned with global supply chain standards.

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### Day 1 – Foundations of Procurement and Supply Chain Management

- Overview of Supply Chain and Procurement Functions
  - Objectives and Importance of Procurement in Business
  - Procurement Cycle and Key Stakeholders
  - Relationship Between Procurement, Finance, and Operations
  - Types of Procurement: Direct, Indirect, Strategic, Tactical
  - Global Best Practices in Procurement
  - Case Study: Procurement Challenges in Multinational Firms
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### Day 2 – Strategic Sourcing and Vendor Selection

- What is Strategic Sourcing? Framework and Benefits
  - Supplier Market Analysis and Category Strategy
  - Request for Information (RFI), Request for Proposal (RFP), Request for Quotation (RFQ)
  - Vendor Evaluation and Qualification Criteria
  - Supplier Onboarding and Compliance
  - Case Study: Selecting a Supplier for IT Equipment Procurement
  - Practical Exercise: Vendor Evaluation Matrix
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## Day 3 – Negotiation and Contract Management

- Negotiation Process and Preparation Techniques
  - Key Elements of a Successful Negotiation
  - Legal Aspects of Contracts (Terms, Conditions, Liabilities)
  - Types of Contracts (Fixed Price, Cost Plus, Time & Material, Framework Agreements)
  - Risk Management in Contracting
  - Contract Administration and Renewal Strategies
  - Role Play: Buyer–Supplier Negotiation Simulation
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## Day 4 – Procurement Planning and Cost Management

- Procurement Budgeting and Cost Estimation
  - Total Cost of Ownership (TCO)
  - Spend Analysis and Category Spend Mapping
  - Cost Control Techniques and Value Analysis
  - Forecasting Procurement Needs Based on Demand Patterns
  - Linking Procurement with Financial Planning
  - Excel Lab: Procurement Spend Dashboard
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## Day 5 – E-Procurement, ERP, and Digital Transformation

- Introduction to E-Procurement Systems
  - Role of ERP in Procurement (SAP, Oracle, Microsoft Dynamics)
  - Procurement Automation and Digital Workflows
  - E-Auctions, E-Tendering, and Vendor Portals
  - AI and Data Analytics in Procurement Decision-Making
  - Cybersecurity and Data Integrity in Procurement Systems
  - Case Study: Digital Procurement Implementation in a Global Company
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## Day 6 – Introduction to Inventory Management

- Objectives and Importance of Inventory Control
  - Types of Inventory (Raw Materials, WIP, Finished Goods, MRO)
  - ABC and VED Analysis
  - EOQ (Economic Order Quantity) and Safety Stock Concepts
  - Inventory Turnover and Days of Inventory Outstanding (DIO)
  - Inventory Documentation and Tracking Systems
  - Exercise: Inventory Optimization Scenarios
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## Day 7 – Inventory Valuation and Accounting

- Inventory Valuation Methods (FIFO, LIFO, Weighted Average)
  - Impact of Valuation Methods on Financial Statements
  - Physical vs Book Inventory Reconciliation
  - Inventory Write-offs, Obsolescence, and Shrinkage
  - Internal Controls for Inventory Accuracy
  - Integration Between Procurement and Inventory Accounting
  - Excel Lab: Inventory Valuation Case
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## Day 8 – Warehouse and Logistics Management

- Warehouse Design, Layout, and Space Optimization
  - Material Handling Equipment and Automation
  - Storage Systems (Batch, Serial, Barcode, RFID)
  - Inbound and Outbound Logistics Coordination
  - KPI Metrics for Warehouse Performance
  - Safety, Security, and Audit Requirements in Warehousing
  - Case Study: Designing an Efficient Warehouse
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## Day 9 – Supplier Relationship Management (SRM) and Performance Evaluation

- Supplier Relationship Models: Transactional vs Strategic
  - Supplier Performance Metrics (OTIF, Quality, Cost, Responsiveness)
  - Developing Long-Term Partnerships and Collaboration
  - Risk Assessment in Supply Chains
  - Managing Underperforming Suppliers
  - ESG (Environmental, Social, Governance) in Procurement
  - Exercise: Supplier Scorecard Development
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## Day 10 – Integration, Reporting, and Certification Project

- Linking Procurement, Inventory, and Finance Systems
  - Procurement Audit and Compliance Frameworks
  - Data-Driven Decision Making Using Dashboards
  - Final Project:
    - Prepare a Procurement Strategy Plan OR
    - Develop an Inventory Optimization Model
  - Presentation & Feedback Session
  - Mock Certification Test and Program Review
  - Future Pathways: CPIP → Advanced Supply Chain Certification
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## Program Outcomes:

By the end of this 10-day course, participants will be able to:

- Design and manage procurement and sourcing strategies.
- Implement cost-effective inventory management systems.
- Evaluate suppliers using measurable performance criteria.
- Utilize ERP and analytics tools for procurement efficiency.
- Understand financial and accounting impacts of inventory decisions.