MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

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CERTIFIED PURCHASING PROFESSIONAL (CPP) BY AMERICAN PURCHASING SOCIETY

""A Globally Recognized Certification for Procurement Fundamentals, Compliance, and Best Practices""

Schedule

Date	Venue	Fees (Face-to-Face)
19 – 23 Apr 2026	Manama, Bahrain	USD 3495 per delegate
11 – 15 Oct 2026	Doha, Qatar	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

The Certified Purchasing Professional (CPP) certification, issued by the American Purchasing Society (APS), USA, is an internationally respected credential that validates core knowledge and capability in procurement and purchasing operations. Designed for professionals new to the field or those seeking formal recognition of their skills, the CPP equips participants with essential techniques in sourcing, supplier management, negotiations, purchasing law, and procurement ethics.

This five-day course provides a structured and practical foundation in purchasing and supply management, preparing participants to manage procurement processes effectively and in accordance with global best practices. It also prepares them for the CPP examination, which is administered during the training.

Objectives

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

- Understand and apply purchasing principles, terminology, and best practices
- Execute purchasing procedures aligned with organizational and legal requirements
- Negotiate effectively with suppliers to achieve win-win outcomes
- Manage supplier selection, evaluation, and performance
- Apply ethical standards, compliance principles, and risk controls in procureme

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Why Attend

- Earn a professional designation from the American Purchasing Society
- Build a strong foundation in global purchasing and procurement functions
- Enhance your credibility and career opportunities in supply chain management
- Gain structured knowledge in sourcing, negotiation, and vendor management
- Prepare thoroughly for the CPP exam with expert guidance and practical exercises

Target Audience

This program is designed for:

- Procurement and purchasing professionals seeking certification
- Buyers, junior procurement officers, and sourcing specialists
- Supply chain and operations personnel transitioning into purchasing roles
- Professionals working in inventory, contracts, or vendor management
- Anyone seeking to develop a solid grounding in procurement practices

Individual Benefits

Key competencies that will be developed include:

- End-to-end purchasing process management
- Negotiation planning and execution
- Supplier sourcing, selection, and relationship management
- Legal, financial, and compliance awareness in purchasing
- Written and ethical communication in procurement

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved purchasing decisions and vendor selection processes
- Stronger compliance with internal policies and external regulations
- Reduced procurement errors, delays, and cost overruns
- Better communication and coordination across procurement functions
- Standardization of purchasing procedures using global best practices

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Core purchasing principles, APS certification scope, and responsibilities
- Case Studies – Real-life examples of sourcing, tendering, and supplier issues
- Workshops – Interactive exercises on RFQs, PO drafting, and negotiation planning
- Peer Exchange – Collaborative sessions on procurement challenges and insights
- Tools – Templates for purchasing forms, evaluation matrices, and supplier checklists

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Course Outline

Detailed 5-Day Course Outline

Training Hours: 07:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Introduction to Purchasing and the CPP Framework

- Module 1: Purchasing Roles and Responsibilities (07:30 – 09:30) • Definitions, goals, and impact of purchasing on business strategy • Structure of a purchasing department and job functions
- Module 2: The Purchasing Cycle and Documentation (09:45 – 11:15) • Requisitions, RFQs, purchase orders, and payment flow • Centralized vs. decentralized procurement
- Module 3: Supplier Sourcing and Selection (11:30 – 01:00) • Identifying and qualifying vendors • Criteria for evaluating proposals and supplier capabilities
- Module 4: Workshop – Creating an RFQ Package (02:00 – 03:30) • Prepare a sample RFQ and evaluation framework

Day 2: Negotiation, Costing & Contract Basics

- Module 1: Fundamentals of Purchasing Negotiation (07:30 – 09:30) • Negotiation stages and preparation • Tactics, techniques, and closing strategies
- Module 2: Price and Cost Analysis (09:45 – 11:15) • Price breakdown, TCO, and cost drivers • Cost comparison tools
- Module 3: Introduction to Contract Law (11:30 – 01:00) • Key legal terms, clauses, and risks in procurement contracts • Contract performance and enforcement
- Module 4: Workshop – Supplier Negotiation Roleplay (02:00 – 03:30) • Simulate a purchasing negotiation scenario

Day 3: Procurement Ethics, Risk, and Sustainability

- Module 1: Ethical Procurement Practices (07:30 – 09:30) • Code of ethics, conflict of interest, and supplier conduct • Transparency and fairness in sourcing
- Module 2: Procurement Risk and Compliance (09:45 – 11:15) • Identifying procurement risks • Regulatory requirements and anti-corruption controls
- Module 3: Green and Sustainable Purchasing (11:30 – 01:00) • Sustainable sourcing principles • Evaluating environmental and social factors
- Module 4: Workshop – Risk Assessment Exercise (02:00 – 03:30) • Identify and prioritize procurement risks

Day 4: Performance and Vendor Management

- Module 1: Managing Supplier Relationships (07:30 – 09:30) • Collaboration, service level agreements, and dispute resolution • Building long-term supplier partnerships
- Module 2: Vendor Evaluation Techniques (09:45 – 11:15) • KPIs, scorecards, and review meetings • Supplier development strategies
- Module 3: Performance Improvement in Purchasing (11:30 – 01:00) • Lean principles and continuous improvement • Audit and feedback mechanisms
- Module 4: Workshop – Vendor Performance Scorecard Design (02:00 – 03:30) • Build a scorecard for a sample vendor scenario

Day 5: Certification Review and Final Assessment

- Module 1: Review of Core CPP Topics (07:30 – 09:30) • Final revision of key concepts and processes
- Module 2: CPP Examination (09:45 – 11:15) • Official certification exam under APS standards
- Module 3: Action Planning and Certification Ceremony (11:30 – 01:00) • Personal development planning and next steps
- Module 4: Feedback and Course Close (02:00 – 03:30) • Final Q&A, participant feedback, and certificate handout

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Certification

Participants who successfully complete the training and pass the exam will be awarded the Certified Purchasing Professional (CPP) designation by the American Purchasing Society (APS), USA, validating their core competencies in purchasing and procurement operations.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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