



CERTIFIED PURCHASING MANAGEMENT EXPERT

SYLLABUS: CERTIFIED PURCHASING MANAGEMENT EXPERT (PME) – CRN 40231

Program Coordinator: J.J. Greenstein**Exam Dates:** 1st Wednesday of each new month**Email:** Support@BusinessTraining.com**Phone:** 305-503-9050**Time:** Self-Paced Program**Location:** 100% Online**Twitter:** @BusTraining**LEARNING OBJECTIVES OF THE PME:**

- Understand the importance of the purchasing function within an organization. The role of purchasing within an organization, not only as a buying unit, but also as a value added unit.
- The strategic role of purchasing and how to align with the corporate goals.
- The importance of purchasing involvement in the early stages of design and product development.
- How to select the right suppliers and how to continuously improve their performance to meet the needs of the organization.
- The significance of the structure of a purchasing organization: a centralized or decentralized organization, the purchasing functions at the strategic level, tactical level, and operational level.
- How ethical practices and social responsibility are important to the purchasing function.
- Understand what constitutes a contract, the various types of contracts involved in the purchasing process
- New developments in purchasing: outsourcing and global supply, electronic data interchange (EDI) and e-hubs.
- How to successfully negotiate with the supplier.

PROGRAM REQUIREMENTS:

Self-Management: The Certified Purchasing Management Expert (CPME) is a self-study certification program. We greatly want to see you succeed, but your success depends on and directly corresponds to the amount of effort and time you put into learning the material.

Time-Management: Being that the CPME is a self-study program, it is your responsibility to make time to read the required texts, to ask questions as they arise, and to keep in mind your examination date.

Examination: Examinations are offered on the 1st Wednesday of every month. After registering for the CPME, you can schedule your examination date by submitting your preferred exam date.

Please note that your exam date request must be received at least 3 weeks before the exam date.

CERTIFIED PURCHASING MANAGEMENT EXPERT (CPME) **PREREQUISITES:** We require one year of work experience before candidates are accepted into the CPME program.

CRN 40231

REQUIRED TEXTS:

1. ***Purchase Order Management Best Practices: Process, Technology, & Change Management*** by Ehap H. Sabri, Arun P. Gupta, & Michael A. Beitler. ISBN: **ISBN-13: 978-1932159639**
2. ***Purchasing*** by Michael and Mary Lu Harding. **ISBN-13: 978-0764114052**
3. ***Purchasing & Supply Chain Management*** by A. J. Van Weele. **ISBN-13: 978-1408018965**

REQUIRED TOOLS: Internet access and an Internet browser with which to take the online exam and to view the program videos. Internet Explorer and Firefox work best, though most browsers should suffice.

CPME GRADE BREAKDOWN:

Exam: (100 pts)

- 80 multiple choice/true-false questions (80%)
- 2 short-essay questions worth (20%)

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For more information and to register for this self-paced purchasing management training and certification program, please visit our website at:

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