



Welcome to the  
**American Purchasing Society**  
A PROFESSIONAL ASSOCIATION OF BUYERS  
AND PURCHASING MANAGERS

# CPP & CPPM

**CERTIFIED PURCHASING PROFESSIONAL &  
CERTIFIED PROFESSIONAL PURCHASING MANAGER**



# OVERVIEW

## **AMERICAN PURCHASING SOCIETY**

The American Purchasing Society is one of foremost certification bodies and an elite association of buyers and purchasing managers worldwide.

The American Purchasing Society is a professional association of buyers and purchasing managers and was the first organization to establish certification for buyers and purchasing professionals.

## **INTERNATIONAL RECOGNITION**

Both CPP / CPPM certifications come from American Purchasing Society whose certifications are recognized all over the world.

## **BETTER JOBS / SALARIES**

Larger companies that pay more prefer recruiting professionals in procurement who have certifications like CPP / CPPM.

## **PASS GUARANTEE**

The CPP / CPPM course at ICON Training Center comes with a pass guarantee.

## **LEARN BEST PRACTICES**

By completing the certifications, you will know what the best companies in the world are doing in terms of their procurement and you can bring those practices to your company.





# CPP COURSE CONTENT

## 01 Introduction to Purchasing

- a. Purchasing Cycle
- b. Purchasing System
- c. Purchasing Steps

## 02 Procurement Planning

- a. Advance Purchase Planning
- b. Purchasing Complexity
- c. Procurement Planning Content

## 03 Procurement Methods

- a. Price Competitive Approach
- b. Blanket Purchase Agreements
- c. Electronic Procurement

## 04 Negotiation Strategies

- a. Steps in Negotiating
- b. Tools in Negotiating
- c. Types of Negotiations

## 05 Contracts

- a. Introduction and Overview
- b. Elements of a Contract
- c. Duties and Obligations
- d. Types of Purchasing Contracts

## 06 Sources of Supply

- a. Order of Precedence
- b. Make or Buy
- c. Lease Purchase Analysis

## 07 Solicitation

- a. Solicitation Planning
- b. Written Solicitation

## 08 Supplier Ratings

- a. Categorical Method
- b. Cost Point Method
- c. Vendor Profile Analysis

## 09 International Sourcing

- a. Overview of Worldwide Sourcing
- b. Offshore and Domestic Purchasing
- c. Trade Barriers
- d. Currency Risk Management
- e. Currency Adjustment Factors
- f. Currency Hedging
- g. Global Sourcing Strategies

## 10 Purchasing and Strategy Development

- a. Linking Purchasing and Corporate Strategy
- b. Purchasing Goals and Objectives
- c. Purchasing Strategy Development Process
- d. Types of Purchasing Strategies
- e. Supply Management

## 11 Purchasing Management

- a. The importance of Management
- b. Interpersonal skills
- c. Management Functions
- d. Globalization

## 12 Management

- a. Functions of Management
- b. Levels of Management
- c. Management Theory

## 13 Strategic management

- a. Strategic approaches
- b. Understanding the Vision and Mission
- c. Strategic Management Process

## 14 Purchasing Consulting

- a. Project and Engagement
- b. GAP Analysis
- c. Purchasing Evaluation and Benchmarking Review
- d. Advanced Consulting Skill



# CPPM COURSE CONTENT

01

## Management

- a. Functions of Management
- b. Levels of Management
- c. Management Theory
- d. Strategic Management

03

## HRM

- a. Introduction to Human Resources Management
- b. Purchasing Manager as a Leader
- c. Managing Careers
- d. Motivation
- e. Performance Management & Appraisals

02

## Strategic Supply Chain Management

- a. Supply-Production-Distribution System
- b. Stages in SCM
- c. Retailing
- d. Distribution
- e. Manufacturing
- f. Transportation
- g. Inventory Management
- h. Decision phases in SCM
- i. RFID
- j. Case studies



### Course Duration:

CPP: 20 Hours  
CPPM: 20 Hours



### Local Certification:

Qatar Chamber of  
Commerce and MOFA



### International Awarding Body

American Purchasing  
Society





# SAMPLE CERTIFICATE

  
مركز ايقون للتدريب الاحاري  
**ICON**  
TRAINING CENTRE  
CENTRE FOR EDUCATION & TRAINING

## CERTIFICATE OF COMPLETION

This is to certify that

has successfully completed

### Professional Qualification in CERTIFIED PURCHASING PROFESSIONAL

Course Organized By Icon Training Centre, New Salata, Qatar  
From: September 16, 2022 To: October 21, 2022

ITC/CPP-SEP22/10166

  
Manager,  
Icon Training Centre



  
المجلس الاعلى للتعليم  
SUPREME EDUCATION COUNCIL





## ICON PAVES THE WAY.

Icon Training Centre (ITC) is established to advance the competence and career aspirations of working professionals. ITC has been recognized for its quality service and academic excellence which has help in forming the country's most successful individuals in various industries. This aims to play the role of a valuable learning partner of working professionals through structured learning pathways made possible by the unique combination of practical industry knowledge integrated with general management skills. ITC is dedicated to meet the educational needs of working professionals and prepare them to realize business and career opportunities.

**Build your future with ICON— and let your dream find its direction.**

### CONTACT US



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