



Reverse Auction (eAuction) and Process Training

Reverse Auction and Process Training

This two day training event is primarily aimed at Purchasing Managers, Buyers or core members of an eSourcing team who will have responsibility for implementing Reverse Auctions and eSourcing within their organisation.

The course will be split into two parts: the procedures in how to use the software and the process steps that are necessary to ensure an effective implementation. It is therefore feasible for users to only attend one day's training for either understanding the process or the software procedures.

As eSourcing Solutions has access to a variety of software applications the course can be structured around different solutions. The key steps of the Software training include:

- **Creating e-RFx(s).** This includes how to prepare and develop e-RFI's (Request for Information), e-RFQ's (Request for Quotations) and e-RFP (Request for Proposals).

Choosing when to apply each tool and the implications of the decision will also be highlighted.
- **Creating an Reverse Auction.** Users will learn how to create Reverse Auction events and when to apply the bidding rules, which is a key part of the eAuction Strategy.
- **Contract Management.** Users will understand how the contract module works and to create and deposit contracts within the module and set up the various alerts when contracts and key terms are close to expiry.

The second part of the course will focus on the eSourcing process and what is involved in preparing for an effective implementation. This part of the course is structured into four parts:

- **Evaluate.** Establishing the right opportunities for Reverse Auctions and eSourcing, and planning for a successful delivery.
- **Market Making.** The main part of the process which focuses on the preparatory stages of the process, supplier assessment, issuing the tender documents and developing the eAuction strategy.
- **The eAuction event.** How to manage the event on the day to ensure that the event runs smoothly.
- **Implement.** The key steps to ensure an effective implementation.

Although only covered in brief detail above, the course is very comprehensive and will provide attendees with a firm understanding of how to use the relevant software procedures, the circumstances when key functionality should be applied, and how to ensure an effective eSourcing process is embedded for a robust implementation.

For further information on this workshop please contact Adrian Finn on 0207-100-5365 or via email adrian.finn@esourcingsolutions.co.uk.



Booking Form

Please complete the form and fax to 0845-299-1102 or post to the address at the bottom of the page

Course Title: Reverse Auction & Process Training	Course Date & Venue (refer to website for details)
Organisation name:	Name & position:
Email Address:	Mobile no:
Office no:	Fax no:
Company Address:	Billing address (if different from Company Address)
Cost: £1300 for the two day course. £700 for a single day.	Discounts: Group discounts are available & existing clients receive a 10% automatic discount

Participants signature

Signatures confirm the booking & acceptance of the cancellation policy. Bookings cancelled within 10 working days will be charged at 50%. Cancellations received within 5 days will be charged in full.

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