



*Helping to Translate Learning into Action for Competitive Advantage*

# PROCUREMENT & CONTRACT MANAGEMENT

*Making acquisition of goods and/or services function to help obtain the value that an organization requires for its optimal operation.*

**ACPP®**

American Certified  
Procurement Professional

**ACPM®**

American Certified  
Procurement Manager



## WHO ARE WE ?

**We invite you to enhance your performance and efficiency by increasing the knowledge and skills to transform your career**

The only US Chartered non-profit Trade Association to certify members in combined areas of Procurement, Supply Chain and Tourism Management






Based in the city of Boiling Springs, Spartanburg County of South Carolina in the United States, AAPSCM® is the only US Chartered non-profit 501(C)(3) Trade Association to certify members in Procurement, Supply chain and Tourism management. AAPSCM® certifications are mapped in line with the ISO/IEC 17024 Standard with operational compliance of the American National Standards Institute (ANSI). Sealed with the State of South Carolina Trade Association approval and approved US National Taxonomy of Exempt Entities (NTEE) codes 'B03', AAPSCM® is the first to recognize "Hospitality and Tourism Management" as a unique accredited profession. This makes us the world's largest certification provider of accredited labor workforce leaders and managers across industries in the combined areas of Procurement, Supply Chain and Tourism Management. This helps US and International organizations find the smarter skilled professionals and managers they need.



American Association of Procurement, Supply-Chain, and Tourism Management (AAPSCM)® aims to promote and develop high standards of professional skill, ability, and integrity among all those engaged in Procurement, Sustainable, Supply chain, and Tourism management. Through education, training, Certifications, philanthropy, and market research, AAPSCM promotes industry growth; the development of a skilled workforce, and a commitment to creating an environment where innovation happens and where production or service provision processes embolden the Inputs of the right' quality, delivered in the right quantity, to the right place, at the right time, or the right price. Our overall objective is to have skilled professionals who can ensure that risks of supply failure or disruption are minimized and/or 'covered' by contingency plans in global commerce.

We are a vendor-neutral, independent, and pioneer of a combined source of information on a wide range of management specialization topics including Procurement, Supply-Chain, and Tourism Management, which represent industry standards, best practices and policies, management development data, and workforce. Our certification supercharges careers for management leaders across industries and helps organizations find people with result-oriented skills and expertise that can not only work smarter but performs better.

# Authorized Trainers and Affiliates


	<b>University of Maryland Eastern Shores</b>
	<b>University of South Carolina Upstate</b>
	<b>University of Texas, Austin</b>
	<b>University of Texas, Dallas</b>
	<b>Northwestern University, Evanston IL</b>
	<b>University of Chicago</b>
	<b>Lewis University, IL</b>
	<b>Harvard Business School</b>
	<b>London Business School, UK</b>
	<b>New York University</b>
	<b>University of California, Davis</b>

AAPSCM® has only recently opened to global registration of members, apart from US students, graduates and affiliates. Our course materials are delivered by our seasoned accredited trainers who have vast experience as expert professionals in the respective fields of practice. Our programs are taught through a mix of practical activities, theory, group works and case studies. We also offer fully online or live virtual trainings

## Fully Online or Live Virtual Training

Attend virtual seminars remotely via Zoom during specific days and times (sometimes referred to as asynchronous learning). Facilitators may deliver lessons from an off-campus location, from a campus classroom, lab or studio. Some seminars also include "asynchronous learning hours," meaning you'll watch pre-recorded lectures, and complete readings and exercises on your own time, in between Zoom sessions.





# The Importance of Certified Professionals in Procurement Management

Procurement management is responsible for overseeing all the processes involved in acquiring the products, materials, goods and services needed for efficient business operations. Depending on the business and industry, the terms “sourcing,” “purchasing” and “procurement” may be used interchangeably to describe the function of procuring supplies and managing the process, with sourcing considered more strategic, and purchasing and procurement used to refer to the actual operational function.



Organizations across all industries depend on the expertise of procurement management in seeking out and managing external supplier relationships to ensure these needed items are acquired at the best possible cost. For these reasons, procurement management has a direct impact on an organization's bottom line and strategic business operations.

Without procurement, it would be impossible for most business operations to function. Procurement management ensures that all items and services are properly acquired so that projects and processes can proceed efficiently and successfully. More than a business necessity, procurement can be leveraged as a competitive advantage when optimized to save money, time and resources. But driving down costs by avoiding delays and errors and maximizing resources is just part of the reason procurement management plays an important role in a company's bottom line.

Procurement management can be responsible for negotiating lucrative production and supplier contracts, spearheading innovative new processes and play an important part in taking a domestic business operation global. Procurement management can also play an important role in spearheading corporate social responsibility in diversity and inclusion by proactively seeking diverse suppliers.

Procurement management training is a key skill for organizations and projects because procured goods and services form the highest percentages of expenditure and so it is important to achieve value for money through careful appraisal and management. The strategic procurement management training is key for many projects, because procured goods and services form the highest percentages of expenditure and so it is important to achieve value for money through careful appraisal and management.

The procurement strategy will promote a controlled and auditable response to external influences and ensure that the project, objectives are met. It will enable you to assess the meanings and outcomes of the stages in the development of an effective procurement strategy. It will develop your skills on how the process should be undertaken. Managing the procurement of products, materials, goods and services effectively consists of establishing and following process steps through the entirety of the procurement lifecycle.



The American Association of Procurement and Supply Chain Management is a non-profit trade association chartered in the USA and has its Head office in the state of South Carolina. We work with University Affiliates, Authorized trainers and students' members only. Our strict non-proliferation provides quality demands of our certified members. We are regulated by the ISO/IEC 17024 Standard with operational compliance of the American National Standards Institute (ANSI).



# ACPP® - ACPM®

## Steps in Procurement Process

- Specifying and Planning
- Identifying and Selecting suppliers
- Negotiating and contracting
- Placing the Purchase Order
- Expediting
- Receipt and Inspection of Purchase
- Invoice Clearing and payment
- Maintaining Records and Relationships

## Roles and Job Titles in Procurement Management

Procurement Analyst

Buyer

Procurement specialist  
Purchasing agent  
Purchasing manager  
Sourcing manager

Most professionals in procurement management (procurement managers/specialists, purchasing managers, purchasing agents, buyers) hold at least a bachelor's degree in business, finance, supply management or a related field, according to the U.S. Bureau of Labor Statistics (BLS).

Managers typically hold at least a bachelor's degree along with previous experience working in a procurement agent, purchasing agent or buyer role

For those procurement professionals holding a degree outside of a supply chain major, additional or advanced education, such as specialized certificate programs, can complement their professional experience while helping to hone skills specific to sourcing and procurement.



## American Certified Procurement Professional (ACPP®)

The American Certified Professional in Procurement Management (ACPP®) certification shows future employers that you have the practical knowledge, insights, and professional expertise to meet increasingly heightened. Procurement management processes and ethics demands. ACPP® certification is a pre-requisite for ACPM® which is the standard certification for Managers in Procurement.

### Why go for ACPP Certification?

ACPP® certification helps professionals acquire basic knowledge and skills of a procurement specialist. The ACPP® certification exam assumes that you have a close working relationship with the procurement process. It is assumed that the examination assesses your understanding of a formal process of obtaining goods and services Procurement Management Plan, Procurement Statement of Work (SOW), procurement documents, change requests, additional procurement documentation and lessons learned are the outputs of a Procurement Management Process.

### About the Exam

The examination provides an overview of procurement fundamentals, basic definitions and discover why procurement is important to the firm, sourcing strategies, supplier relationship management, negotiations, evaluation metrics, difference between "Directs and Indirects", "basic" flow of procurement processes and more. You'll be better equipped to:

- Develop a strategic sourcing strategy
- Establish effective procurement policies
- Effectively score supplier capabilities and select optimal suppliers

This exam includes basic information on procurement, Importance of the procurement organization and its' role in the organization, cost vs. value, processes such as the use of RFQ, RFP, RFX, Differences between direct and indirect procurement, e-Procurement, and involving users and suppliers.

## American Certified Procurement Manager (ACPM®)

The American Certified Procurement Manager (ACPM®) tests knowledge and skills of a procurement manager. ACPM examines project contracts and procurement processes and explores the stages of contracting and procurement in the project environment. The certification certifies your skills and techniques to develop a procurement plan, contract statement of work, contract evaluation criteria, request for proposals, and the processes of contract administration and closure.

### About the Exam

The examination test members in major instructional areas in an advanced Procurement Management skills which include Major Instructional Areas

#### 1. Procurement management

- Planning of purchases and acquisitions
- Bidding processes
- Procurement decision analysis

#### 2. Plan contracting

- Contract statement of work
- Standard forms and templates
- Evaluation criteria
- Procurement management plan

#### 3. Contract administration and change control

- Contract management plan
- Communication and relationships
- Ethics
- Change management

#### 4. Contract closure

#### 5. Logistics

The examination explores the methods used by organizations to acquire the raw materials, components, supplies, equipment, facilities, and services needed to operate. Other topic areas include strategic procurement, procurement process, competitive bidding and negotiation, procurement, and supply management organization, make or buy, price and cost analysis, quality and inventory, supplier selection, supplier development and certification, services procurement.



## Program Benefits

Acquire and earn your certification from AAPSCM®, a non-profit association and create an integrity recognition around the world. Developing Procurement strategy to deliver Vision and Objectives

- Strategic procurement can help maximize the value derived from procurement by going beyond the traditional focus on lowest price.
- It helps manage suppliers to ensure that their performance meets or exceeds contractual commitments. Internally, it means monitoring compliance within the organization to ensure that procurement benefits are fully realized.
- Procurement Negotiations are better handled. Advanced techniques for Negotiations and aligning Negotiation Behavior with Established Supplier Relationships.

## FIND OUT ABOUT US



 ONLY USA ACCREDITED FOR COMBINED WORKFORCE CAREER	 NON-PROFIT TRADE ASSOCIATION	 GLOBALLY RECOGNIZED CERTIFICATIONS	 BECOME "SPARTANBURG SC., CHARTERED MEMBER
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## Professional and Manager Membership



**Everything you get with AAPSCM® membership plus Spartanburg SC Charter**



**Professional development days**



**Networking events**



**Keynote industry speakers**



**Certification preparation**



**Employment and job opportunities in the USA and Globally**



**Study groups**



**Volunteer opportunities**



## Student Membership



- Get all the member benefits and become part of the world's largest procurement and supply chain network.
- To be eligible, you must be enrolled in a full-time, degree-granting program at a college or university that has U.S. accreditation or the global equivalent.
- Power up your skills through free webinars and events
- Stay on top of new trends and best practices with exclusive access to conferences
- Have access to our entire library of 200+ live and on-demand webinars.
- You also have free invitation letters to visit, explore Spartanburg County in the state of South Carolina, USA



The ACCP® Certification curriculum aims to enhance performance and efficiency by increasing the knowledge and skills of organization staff in managing the procurement function. Participants will understand the elements of procurement within the wider discipline of supply chain management. This certification is ideal for those with no prior experience or from zero to 3 years' experience and also ideal for procurement staff, project officers, finance staff, operational staff, government officials and any other professionals who want to build their skills in procurement management. The training is in modules per topics.

### Course Description:

This course examines project contracts and procurement processes and explores the stages of contracting and procurement in the project environment. The course will include skills and techniques designed to develop a procurement plan, contract statement of work, contract evaluation criteria, request for proposals, project management plans. The course also includes the processes of contract administration and closure.

#### Module 1

##### Procurement management

- Concept of Procurement Management and strategy for an organization
- Stages of Procurement Process
- Planning of purchases and acquisitions processes.
- Procurement Cycle Overview and Identifying a Need

#### Module 2

##### Procurement Plan and Contracting

- E-Procurement and the procure to pay process
- Strategic procurement
- Integrating procurement and supply management organization
- Bidding processes
- Procurement decision analysis

#### Module 3

##### Procurement management

- Contract management plan & Tendering Process
- Communication and relationships
- Ethics and responsibility
- Change management
- Contract closure

#### Module 4

##### Supplier Quality Management

- Factors affecting Supply Management role in managing supplier quality
- Total quality management perspective
- Pursuing Six Sigma supplier quality
- Using ISO Standards to assess supplier quality systems



The ACPM® certification is basically for managers or those who have experience in the field of procurement management. It is also for graduates of procurement management or those with over three years' experience in the field. The ACPM® examination explores the methods used by organizations to acquire the raw materials, components, supplies, equipment, facilities, and services needed to operate. Other topic areas include strategic procurement, procurement process, competitive bidding and negotiation, procurement, and supply management organization, make or buy, price and cost analysis, quality and inventory, supplier selection, supplier development and certification, services procurement.

### Course Description:

A strategic make-or-buy decision can critically impact a project's bottom line. You will learn to formulate the make-or-buy decision, prepare an effective procurement management plan, and use outsourcing for maximum benefit. The four project procurement management processes will provide step-by-step guidelines for working with proposals, contracts, and sellers. You will also learn best practices from negotiating theory.

#### Module 1

##### Technology in Procurement management

- Procurement Software to Automate Purchasing - Approvals, POs, Invoices, Vendors
- Enforce Product and Vendor Compliance & Control
- Easy spend forecast using data analytics tools
- PESTLE Analysis (Business Analysis Tool)

#### Module 2

##### Risk Management in Procurement

- Steps to Risk Management in Procurement
- Price stability, Consumer Price Index (CPI)
- Steps to Mitigating the Risk in procurement
- Procurement Transformation using Artificial Intelligence (AI)

#### Module 3

##### Managing Ethics and Conflicts in Procurement

- Types of Conflicts - Interest, financial, Public and nonpublic and best practices
- The Impact of Poor Procurement Ethics
- Detecting Potential Procurement Ethics Problems and solutions
- The Dangers of Decentralized Procurement and chain of Ethical Responsibility

#### Module 4

##### Performance Management in Procurement

- Identify methods for measuring and analyzing performance
- Procurement Performance Management (PPM)
- Key Performance Indicators - KPI Reports Issues and Resolution
- Steps for Measuring and Boosting procurement team productivity
- Understand the effective communication tools

#### Module 5

##### Analyze make or buy, price, cost, quality, or inventory decision

- Step-by-step guide to Make or Buy Decision
- Factors influencing make or buy decision
- Costs for the make analysis and Cost factors for the buy analysis
- Factors favoring purchase from outside and Factors favoring in-house manufacture

#### Module 6

##### Quality and Inventory management

- Principles of Inventory Management and Quality Control
- Conventional Manufacturing Strategy and Warehouse management Systems (WMS)
- How to calculate and explain the importance of inventory valuation
- Identify factors in determining amount of inventory to carry or Factors affecting inventory levels
- Calculate and explain the meaning of inventory turnover ratio

# Post Training Benefit

The most fundamental benefit of becoming an AAPSCM® Member is that you can join Spartanburg SC Charter in the USA where you have free access to visit our library and conferences. You may also join any Specific Interest Groups (SIGs) depending on the area of your expertise and interest in the three combined areas of career and workforce (Procurement, Supply Chain and Tourism). Many of these SIGs conduct free webinars for their members that can be used to earn our AAPSCM® re-certification after 5 years.



## Free Seminars, Conferences and Webinars and free invitation to our charter in the USA.

We will send a group invitation letter to the US embassy in your country if you are an international member who wished to visit our charter and take advantage of the conferences and library. You can also join our AAPSCM® workforce communities. Join this collaborative group as we work together to develop an inclusive workforce capable of filling the pipeline for today's and tomorrow's procurement and sustainability needs of the businesses



## National and International Events

Virtual and in-person events are hosted throughout the year to expand your knowledge base and network. As the disruptions in the procurement and supply chain industries increased, it is important for procurement professionals to evolve and innovate—and it always is—it's critical to stay on top of what's going on. AAPSCM® events foster the collaboration, learning opportunities and resources necessary to absorb, analyze and capitalize on trends and plan effectively for the future. We bring the experts in procurement, supply chain and tourism community together through our executive forums, regional events, virtual meetings and more giving everyone the opportunity to contribute their own ideas and visions for the industry.

### Save up to 50% on AAPSCM® Products

Our certifications are strictly for members. We do not entertain non-members for any perks except for international conference meetings. Therefore, all AAPSCM® members are given special savings. You can save Up to 50% on AAPSCM® Products like discounts on exam vouchers, training products, practice tests, course materials and bundles.





## **Executive Board Chair**

**Dr. Sandra Grouse**

Dr. Grouse is presently the Chief Executive Vice President, Chicago Solutions Inc, located in Schaumburg IL USA. She was the former John H. McConnell Chaired Professor of Business Administration and Chairperson of the Department of Supply Chain Management at Michigan State University. Dr. Grouse completed her MBA and PhD at Michigan State in 2003 focusing on the topics of marketing, logistics and management science. She is an active member in the Council of Logistics Management. Dr. Grouse has been extensively involved in the development and application of computer models and information systems for logistics operations and planning. The computer models have included applications for location analysis, inventory management, forecasting and routing. The information systems development focuses on inventory management, forecasting and transportation applications.



## **Executive Director, Certifications**

**Dr. Mark Pieffer**

Dr. Pieffer is the Associate Dean, School of Business at Jones International University, CO US. As an active researcher who has authored numerous papers in the field of management, supply chain management, focusing on topics ranging from employee satisfaction and turnover, organizational effectiveness, leadership, and improving faculty effectiveness in an e-learning environment. He has held a range of management and Board of Directors positions in various companies. He presented research at Clute Institute conferences in Germany in 2014, and Sweden in 2017. Dr. Pieffer's current research and teaching interests center on family business management, procurement, governance, and finance, on Family wealth management, on venture capital and private equity investments, on entrepreneurship, on the design of innovative business models, and on business strategy. He has published extensively in leading academic journals and is frequently quoted in a broad range of practitioner outlets.



## **Director of Operations, Testing**

**Dr Ronald Kisega**

Dr. Kisega is an Emeritus Professor at Northwestern University, Evanston, IL USA. His research examines how organizational and social network processes contribute to gender differences in economic outcomes. In one recent project, Professor Kisega compares the relative benefits received by male and female entrepreneurs through strategic social networks aimed at generating new clients. In other related work, he has examined how evaluation processes affect the attention and recognition investment professionals receive from their professional peers. Professor Kisega's research has appeared in the Academy of Management Journal and Administrative Science Quarterly and has been recognized by a number of leading awards including the Academy of Management's Pondy Best Dissertation Paper Award, the INFORMS Dissertation Proposal Competition, the Kauffman Foundation Dissertation Fellowship. His research has also been featured in several media outlets, including Bloomberg, Forbes, and the Wall Street Journal. Prior to pursuing a career in academia, Professor Kisega worked in defined benefits consulting and risk management at TIAA Investments.



## **Board Executive Director, Affiliate Partners Unit**

**Dr Theophilus Owusu**

Dr. Owusu, PhD is an Associate Professor with the Department of Supply Chain Management at Keiser University, FL USA. He received his BS from the Robert Morris University, PA, his Masters and PhD from same University. Dr. Owusu has spent time in Japan, Korea, Australia and Brazil, gaining invaluable knowledge about their cultural and business practices. Through his travels and research abroad studying distribution practices, Dr. Owusu has gained a greater understanding of the ideology of logistics and distribution. Dr. Owusu pulls from these international experiences to enhance his lectures and encourage students to understand cultural differences existent in the business world. He believes a great challenge to conducting business abroad is dealing with a diversity of cultures and languages. Despite these inherent challenges, he stresses the value of doing business abroad and its ability to broaden students' understanding of the global environment.



## **Chairman, Advisory Board**

**Dr. Richmond Adebaye**

Dr. Richmond S. Adebaye is a tenured Professor of Informatics and Engineering Systems at the University of South Carolina Upstate. He was the former Dean of Academic Affairs at the Colorado Technical University, Denver campuses and the program director of CS/CIS/MIS and Cybersecurity at Parker University, Dallas Texas. He also worked at as both faculty and department chair of Information Technology at Ajman University UAE from 2016-2017. Dr. Adebaye earned his Doctorate (Ph.D.) in "Information Systems from the prestigious Robert Morris University, Pittsburgh, PA and his Masters in "Information Systems and Security" and an MBA from Lewis University, Romeoville, IL. He completed his Bachelor of Science degree in CIS from Northwestern University, Evanston IL. He is a Certified Information Systems Security Professional (CISSP) and Certified Information Security Manager (CISM). Dr. Adebaye also consults for the National Security Agency (NSA) of the Department of Homeland Security as their vulnerability and penetration tester. He has the TS/SCI secret clearance since 2012 and is still an active member of the InfraGard South Carolina charter (Department of Justice and FBI concept) for the protection of USA against external aggressions and espionage.

In 2015, he received an award as the Most Outstanding Research Scientist | Award Winner - VIFRA 2015 | Outstanding Scientist. (Nomination Code: F. No. VIFRA 2015 / 746) Venus International Foundation, Chennai India. Dr. Adebaye has over 25 published research articles in various high impact scholarly journals. His main expertise and research interests involve Designing, Building, Managing Enterprise Network, and Information Security Architecture, Mobile Security and Forensics development, and Data Analytical Science.

## Awards and Recognitions



**Most Preferred Trade Association in South Carolina, 2018**



**Excellence in Procurement, Supply Chain and Tourism, 2020**



**Research and Academy Award by South Carolina Chamber of Commerce, 2021**



**Academy Award by Denton County Business Groups, TX, 2021**



**Preferred Certification Award in Texas for Business Students, 2020**



# Training session





# Conferences and Seminars



## I Few Testimonials From Our Students/Members



**Jean Kelly**

I joined AAPSCM as a student member in my senior at Clemson University, SC with recommendation from my professor. I attended their inaugural conference in September virtually and took the exam that same month and passed. Since I joined the Spartanburg SC Charter, I have met many experts in Supply Chain from Africa and Bahamas and gained a lot from them. I have had opportunities to meet with many professionals who fell in love with Supply Chain management and had a great deal of experience. I recommend this certification to all who are interested



**Tiffany Clark**

I passed the ACPP at first attempt. My career started as a sales representative leader at Adecco Ltd. in California. I managed several staffing-related to services as well as some outsourcing projects. I was interested in getting a certification in Procurement Management. A friend at the UMES recommended AAPSCM. I spoke with a representative who set me up and within a month I got certified. The certification helped me get the store manager position at my present Walmart store in San Francisco, CA. I highly recommend this certification to people who are interested in operations management

## I Companies Hiring Our Members





# “Our Authorized Training Partners” in the USA



BUILDING  
A BETTER FUTURE  
WITH CERTIFIED  
PROFESSIONALS  
IN OUR  
WORKFORCE



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Procurement Professional

**ACPM®**

American Certified  
Procurement Manager

Visit our website to know more about the diverse programs of AAPSCM®, our expert faculty, alumni, seminars and other events.

## South Carolina Office (HQ)

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Our representatives are available to assist you  
Monday through Friday,  
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## Texas Office

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Partners@aapscm.org

Our representatives are available to assist you  
Monday through Friday,  
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## Affiliates and Authorized Trainer Partners

