

PROGRAM SYLLABUS

Artificial Intelligence in Procurement

Online Certificate Program

Last update: February 7, 2026



An overview

What can you expect of this program?

Artificial intelligence in Procurement

AI is everywhere—but using it in procurement? That is a different game. This course shows you how to use AI tools like ChatGPT in a way that actually works. Not just theory, but hands-on strategies you can use for writing RFQs, preparing negotiations, analyzing supplier data, and more.

We'll cover:

- What AI is (without the buzzwords)
- Which tools to use—and which to skip
- How to write prompts that get results
- Real procurement examples from 2025
- A clear framework to build your own AI workflows

This course is for procurement professionals who are ready to work faster, cut out the busywork, and still stay in control.



– Marijn Overvest, founder Procurement Tactics



200+ companies trust us

-  **Online, self-paced learning**
-  **Subtitles in 5 different languages**
-  **AI in Procurement *Templates***
-  **Interactive *case studies***
-  **8-16 hours *study material***
-  **12 months *course access***
-  **Official *certificate upon completion***
-  **Ready-to-use *prompts you can copy/paste***
-  **Reading materials & *bonus content***
-  **60-day *money-back guarantee***

About Your Instructor

Ralph de Groot

Your instructor for this course is Ralph de Groot. Ralph de Groot is a tech entrepreneur with deep experience in AI, long before ChatGPT became mainstream. He has worked across multiple startups, building and testing real AI tools that help teams save time and make better decisions.

His goal with this course is simple: show procurement professionals how to use AI in ways that actually work. No hype, no jargon—just practical guidance on how to apply tools like ChatGPT to everyday procurement tasks like writing RFQs, preparing negotiations, reviewing contracts, and analyzing supplier data.

Ralph brings a builder's mindset to the table—breaking things down step by step, showing what AI can do (and what it can't), and making sure you walk away with skills you can use immediately.



Learning objectives

And take your career to the next level

What you will learn

Understand the basics of using AI in procurement

You will learn how Generative AI works, what happens with your data, where AI can be used in procurement processes, and what its main benefits, limits, and risks are.

Write effective prompts

We will guide you step by step through our prompt engineering template so you can learn how to create prompts that get the best results from AI tools.

The perfect fit for

This course helps you understand how to use AI in procurement. You will learn the basics of AI, how it applies to procurement tasks, and how to use AI tools for things like market research, RFIs, negotiations, and supplier management. We'll cover prompt writing, show real examples, and explain risks and future trends—making it easy to apply AI in your daily work.

Apply AI to real procurement tasks

Through on-screen recordings and practical examples, you will see how to use AI to save time and automate tasks like market research, writing RFIs/RFQs, preparing for negotiations, and more.

Discover the best tools for different tasks

You will explore commonly used AI tools that help with analyzing data, creating content, making visuals, and building dashboards—so you know which tool to use for which task.

Curriculum structure

Practical. Comprehensive. Game changing.

1. 10 Things You Should Know Before You Start With ChatGPT, Copilot or Gemini

12 lessons

Module 1 Introduction **What is AI, and How Does It Work?**

What is the difference between ChatGPT, Co-Pilot, Claude, Gemini, Deepseek and all other generative AI tools? And which one should I use?

What happens to my procurement data when I use AI? **Can AI improve efficiency in procurement?**

How do I ensure AI-generated outputs are reliable? **What AI tools are available for procurement?** **Can AI help with negotiations?**

How does AI impact supplier relationship management (SRM)? **What are the risks of using AI in procurement?**

How will AI change procurement in the future? **Module 1 Wrap-Up**

2. What you should understand about AI before you get started

6 lessons

Module 2 Introduction **How Large Language Models Work** **AI Trends and Tools in Procurement**

Best Practices and Reliable Outputs **Experimental AI Prompts** **Module 2 Wrap-Up**

Curriculum structure

Practical. Comprehensive. Game changing.

3. AI and Prompt Engineering Essentials

10 lessons

Module 3 Introduction

Customizing ChatGPT (and other AI tools) for Procurement

Types of procurement data that can be processed by ChatGPT

The 11-Step Prompt Engineering Template: Steps 1 and 2

The 11-Step Prompt Engineering Template: Steps 3 and 4

The 11-Step Prompt Engineering Template: Steps 5 and 6

The 11-Step Prompt Engineering Template: Steps 7 and 8

The 11-Step Prompt Engineering Template: Steps 9 and 10

The 11-Step Prompt Engineering Template: Step 11

Module 3 Wrap-Up

4. Ethical Considerations and Best Practices

9 lessons

Module 4 Introduction

Here is how procurement professionals are using AI in 2025

Video Demo – Market Research with ChatGPT

Video Demo – Creating an RFI with Claude.ai

Video Demo – Creating an RFQ with Claude.ai

Video Demo – Negotiation Preparation with ChatGPT

Video Demo – Analyzing Contracts with ChatGPT

Video Demo – Managing Suppliers with ChatGPT

Module 4 Wrap-Up

Curriculum structure

Practical. Comprehensive. Game changing.

5. Streamlining Procurement Operations with AI

6 lessons

Module 5 Introduction Generating content Uncovering data insights Extracting and Summarizing Information
Automating and Processing Module 5 Wrap-Up

6. Exploring the Future of AI in Procurement

5 lessons

Module 6 Introduction The Evolving Landscape of AI in Procurement AI in Procurement in 10 years from now
Module 6 Wrap-Up Course Wrap-Up

MODULE 1

What you can expect

1. 10 Things You Should Know Before You Start With ChatGPT, Copilot or Gemini

In the first module of this course, we will explore the most common topics around AI in procurement. You will learn what AI is, how it works, and what happens to your data when you use it. We will cover important aspects like data safety and the reliability of AI tools.

You will also discover how to approach AI within your organization and how it can support tasks like negotiations and supplier management. This module will give you a solid foundation to start using AI with confidence, and uncover even more possibilities along the way.

Content

1. Module 1 Introduction
2. What is AI, and How Does It Work?
3. AI Tools Compared: ChatGPT, Co-Pilot, Claude & More
4. AI and Your Procurement Data
5. Boosting Procurement with AI
6. Ensuring AI Output Reliability
7. AI Tools for Procurement
8. Can AI help with negotiations?
9. AI in Supplier Relationship Management
10. AI Risks in Procurement
11. The Future of AI in Procurement
12. Module 1 Wrap-Up

MODULE 2

What you can expect

2. What you should understand about AI before you get started

In the second module, we will go a bit deeper on how AI works. We'll start by unpacking how large language models—like ChatGPT—generate text, helping you understand how they "think" and why they sometimes get things wrong. From there, we will dive into important topics like privacy risks and ethical considerations, giving you the knowledge to use AI safely and responsibly.

You will also get up to speed on the latest trends relating to procurement tools. To wrap things up, we will experiment with prompts so you can see firsthand how different inputs lead to different outputs—and how to steer AI in the right direction.

Content

1. Module 2 Introduction
2. How Large Language Models Work
3. AI Trends and Tools in Procurement
4. Best Practices and Reliable Outputs
5. Experimental AI Prompts
6. Module 2 Wrap-Up

MODULE 3

What you can expect

3. AI and Prompt Engineering Essentials

In the third module, we will discover how effective prompt engineering works. At the heart of this module is our 11-Step Prompt Engineering Template, developed by Procurement Tactics. This structured, step-by-step approach in crafting prompts helps you craft prompts that lead to precise, relevant, and actionable answers.

Whether you are analyzing supplier performance, assessing risks, or exploring cost-saving opportunities, this method ensures that AI gives you results you can trust and use immediately.

Content

1. Module 3 Introduction
2. Customizing ChatGPT (and other AI tools) for Procurement
3. Procurement Data Processed by ChatGPT
4. The 11-Step Prompt Engineering Template: Steps 1 and 2
5. The 11-Step Prompt Engineering Template: Steps 3 and 4
6. The 11-Step Prompt Engineering Template: Steps 5 and 6
7. The 11-Step Prompt Engineering Template: Steps 7 and 8
8. The 11-Step Prompt Engineering Template: Steps 9 and 10
9. The 11-Step Prompt Engineering Template: Step 11
10. Module 3 Wrap-up

MODULE 4

What you can expect

4. Applying AI in the Procurement Process

In the fourth module, we will put everything together and see how AI can be applied across the entire procurement process—from sourcing and supplier evaluation to negotiation and contract management. Now that you have built a solid foundation in prompt engineering, it is time to explore AI in action. We will guide you through live demos to show you exactly how these tools work in real time.

To make it even more relatable, we will follow the story of Alex Carter, a Procurement Manager at GlobalMart. Alex faces many of the same challenges you probably do: rising supplier costs, tricky negotiations, evaluating bids, and managing contract risks. Throughout the module, we will see how AI helps him tackle these tasks more efficiently, make better decisions, and extract insights that would otherwise take hours to do.

Content

1. Module 4 Introduction
2. Here is how procurement professionals are using AI in 2025
3. Video Demo – Market Research with ChatGPT
4. Video Demo – Creating an RFI with Claude.ai
5. Video Demo – Creating an RFQ with Claude.ai
6. Video Demo – Negotiation Preparation with ChatGPT
7. Video Demo – Analyzing Contracts with ChatGPT
8. Video Demo – Managing Suppliers with ChatGPT
9. Module 4 Wrap-up

MODULE 5

What you can expect

5. Streamlining Procurement Operations with AI

Module five focuses on how AI can improve the way procurement teams work by automating repetitive tasks, analyzing data, and generating different kinds of content you need for your daily work. You will learn how AI tools can help with creating written, visual, and multimedia content, making data analysis and reporting faster, extracting key information from contracts and documents, and automating routine tasks like supplier emails, purchase orders, and invoice processing.

You will find out how Gen AI can support and enhance your procurement operations, ultimately allowing you to work more efficiently and focus on higher-level strategic tasks.

Content

1. Module 5 Introduction
2. Generating Content
3. Uncovering Data Insights
4. Extracting and Summarizing Information
5. Automating and Processing
6. Module 5 Wrap-Up

MODULE 6

What you can expect

6. Exploring the Future of AI in Procurement

In this final module, we will look at the future of AI in procurement. We have already covered how to use AI effectively and integrate it into your workflows, but AI is evolving rapidly, and it is important to stay ahead of the curve. This module explores current trends and future developments in AI, and how they will impact procurement in the years to come. We will discuss different possible scenarios, from gradual AI adoption to major, game-changing shifts that could transform procurement.

The focus will be on realistic trends and practical insights, helping you prepare for whatever the future holds and make the most of AI as it continues to evolve.

Content

1. Module 6 Introduction
2. The Evolving Landscape of AI in Procurement
3. AI in Procurement in 10 years from now
4. Module 6 Wrap-up

Learn in demand skills

Take your career to the next level



Real-world projects

Develop practical skills through learning from real-world examples and studying dozens of inspiring case studies.



Self-paced online learning

Learn anywhere, anytime, and at your own pace with our fully online training program.



Personal coach & practitioner community

Contact your personal coach if you need any assistance or input and collaborate with procurement professionals from around the world.



Our Learning Methodology

Enabling learners to be outstanding



1. TELL

Learners understand facts, concepts, processes, and learn best practices.

2. SHOW

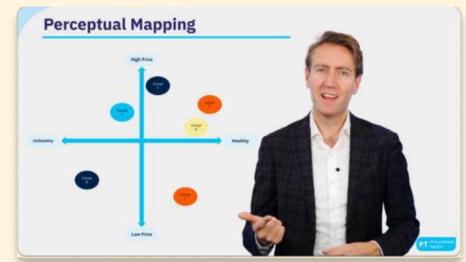
Learners see examples to bring the concepts to life.

3. DO

Learners practice skills and concepts through hands-on activities and case studies.

4. APPLY

Learners are given guides and templates so they can walk into their work the next day and apply what they've learned.

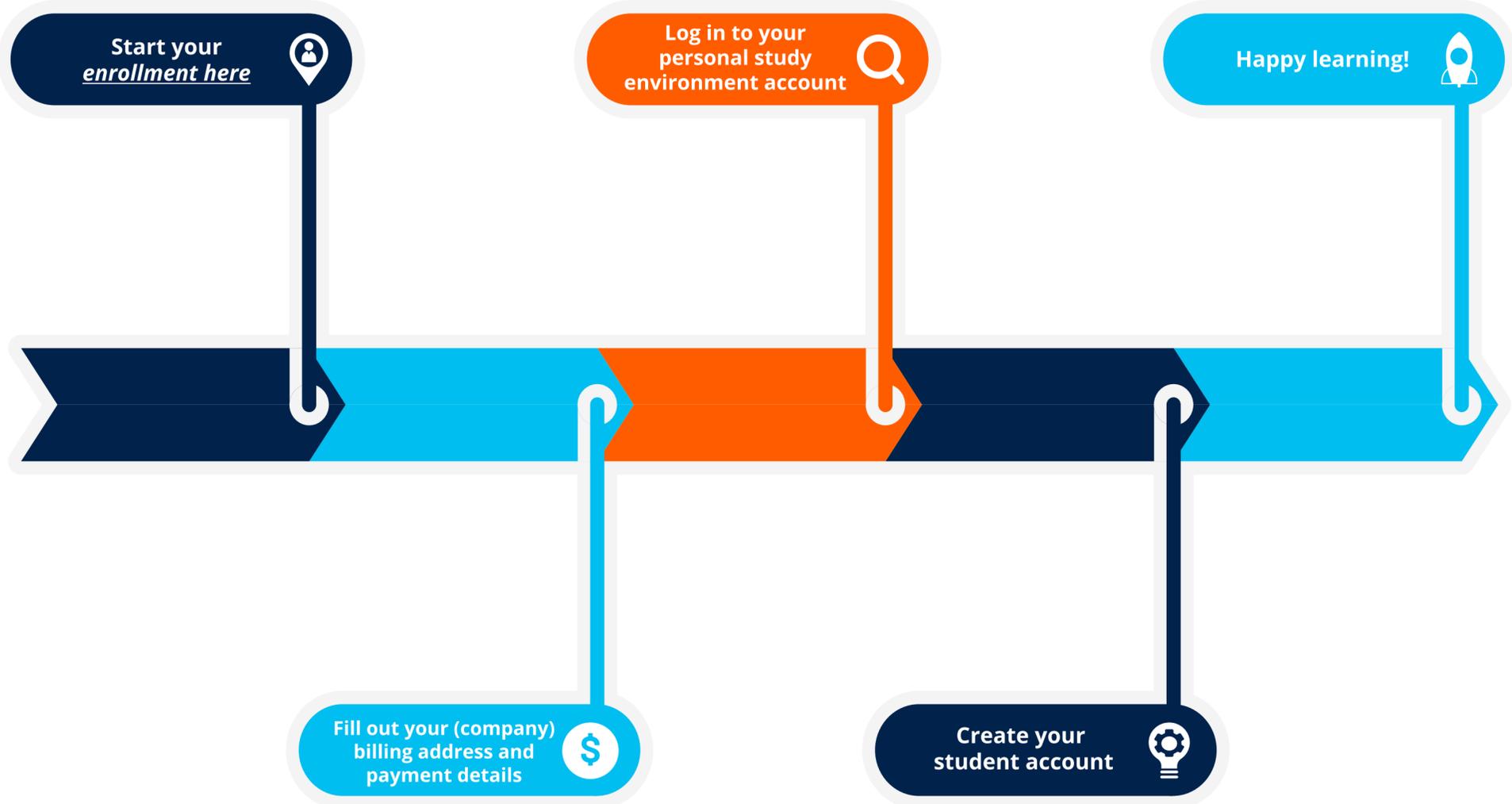


Record of proposals template

Record of proposals	Project	Project	Value	Value
Value	14,90	12,20	14,90	12,90
Volume discount	1,5%	2,0%	1,75%	2,0%
Marketing Commission	80,000	150,000		100,000
Agreement terms	30	60	60	
Commission	500	400	Medium	500
Contract / lot	1,000,000	1,000,000	1,300,000	1,500,000
Commission	6	8	10	10

How to enroll

Enroll today



Customers give us an average rating of 9.7 out of 10.

"Procurement Tactics helped my team members prepare their negotiation strategies and tactics to achieve better results. It also inspired them to leverage their skills in AI. After these trainings, my team showed more confidence and achieved better results! I highly recommend the Procurement Tactics courses to any procurement professional who wants to improve their skills!"



Jason de Gan, Supply Chain & Sourcing Leader at NRG



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