

PROGRAM SYLLABUS

Claude Cowork For Procurement Course

Online Certificate Program

Last update: March 20th, 2026



An overview

What can you expect of this program?

Claude Cowork for Procurement Course

This course is designed for procurement professionals who want to go beyond basic AI usage and start working with AI directly on real procurement files using Claude Cowork. It's ideal if you want to reduce manual work and apply AI across your daily procurement tasks without needing a technical background.

You will learn how to set up and use Claude effectively, from configuring your workspace and managing data privacy to integrating it into your procurement workflows. Through short, structured lessons and practical guides, you'll quickly get ready to use Claude in your day-to-day work.

The course also includes hands-on demos where Claude completes real procurement tasks such as building strategies, drafting RFIs, evaluating suppliers, and analyzing contracts using ready-to-use prompts. By the end of the course, you'll be able to use Claude Cowork to execute procurement tasks faster, with more consistency and control.



– Marijn Overvest, founder Procurement Tactics



200+ companies trust us



Online, self-paced learning



Subtitles in 5 different languages



Live Cowork procurement demos



Hands-on procurement use cases



4-6 hours study material



12 months course access



Official certificate upon completion



Ready-to-use prompts you can copy/paste



Claude setup & configuration guides



60-day money-back guarantee

About Your Instructor

Ralph de Groot

Your instructor for this course is Ralph de Groot, one of the founders of Procurement Tactics and author of the book *Artificial Intelligence in Procurement Anno 2026*. With a background in AI startups, he focuses on applying AI directly within procurement workflows to improve efficiency and decision-making.

Ralph specializes in turning AI into a practical tool for procurement professionals. In this course, he shows how to use Claude Cowork directly on real procurement files, from building strategies and running supplier evaluations to preparing negotiations and managing supplier performance.

His teaching combines clear explanations with hands-on demonstrations, helping you confidently use AI in your daily procurement tasks without needing any technical skills.



Learning objectives

And take your career to the next level

What you will learn

Understand how Claude works in a procurement context

Learn how Claude differs from other AI tools and why it is particularly effective for structured, document-heavy procurement tasks.

Use Cowork to work directly with your files

Move from describing your data to working with actual procurement documents such as contracts, supplier data, and RFIs.

The perfect fit for

This course is designed specifically for procurement professionals who want to start working with Claude AI as a practical coworker, not just experiment with AI tools.

Apply AI across the full procurement process

Use AI for strategy development, market research, supplier selection, negotiation preparation, contract review, and supplier management.

Execute real procurement workflows using AI

Follow live demonstrations where Claude produces complete, structured outputs that can be used immediately.

Curriculum structure

Practical. Comprehensive. Game changing.

1. Introduction to Claude & Cowork

13 lessons

What is Claude? Claude vs. ChatGPT vs. Copilot The Claude Interface What is Cowork? Setting Up Your Profile Projects
Memory Skills Connectors Web Search Scheduling Tasks Privacy & Settings Chrome Extension & New Skills

2. AI-Assisted Procurement Execution (Live Demos)

9 lessons

Module 2 Introduction Annual Procurement Strategy Market Research RFI Drafting + Follow-Up RFQ + Supplier Selection
Negotiation Preparation Contract Review & Risk Flagging Supplier Management / Scorecards Invoice & PO Matching

3. Your Claude Setup

2 lessons

The Claude Setup Checklist Setting It All Up: Computer Walkthrough

MODULE 1

What you can expect

1. Introduction to Claude & Cowork

In this module, you build a clear understanding of how Claude AI works and how to use it in a procurement environment. You'll learn how Claude differs from other AI tools and why it performs well in structured, document-heavy workflows. Each lesson focuses on one feature, explained in a short and practical format.

You'll explore key capabilities such as Projects, Memory, Skills, Connectors, and Claude Cowork, where Claude works directly on your files instead of relying on manual input. The focus is on moving from basic AI usage to structured application. You set up your profile, define your context, and learn how to guide Claude to produce consistent, procurement-ready outputs.

By the end of this module, you'll understand how Claude operates and how to prepare it for real procurement work.

Content

1. What is Claude?
2. Claude vs. ChatGPT vs. Copilot
3. The Claude Interface
4. What is Cowork?
5. Setting Up Your Profile
6. Projects
7. Memory
8. Skills
9. Connectors
10. Web Search
11. Scheduling Tasks
12. Privacy & Settings
13. Chrome Extension & New Skills

MODULE 2

What you can expect

2. AI-Assisted Procurement Execution (Live Demos)

In module 2, you'll see how Claude Cowork is applied across real procurement tasks. Each lesson demonstrates how Claude Cowork executes a complete task using a structured prompt and existing procurement templates.

You'll follow a consistent approach. Starting from a realistic procurement scenario, generating a ready-to-use prompt, and watching Claude fill in a full deliverable live on screen. This includes outputs such as procurement strategies, supplier evaluations, negotiation packs, and contract risk analyses.

The lessons are structured around the full procurement process, allowing you to see how Claude supports each stage, from strategy and market research to supplier selection, negotiation, and invoice validation.

You'll also learn how to structure prompts and workflows so tasks can be repeated consistently. By the end of this module, you can replicate these workflows and use Claude as a practical coworker that delivers real outputs.

Content

1. Module 2 Introduction
2. Annual Procurement Strategy
3. Market Research
4. RFI Drafting + Follow-Up
5. RFQ + Supplier Selection
6. Negotiation Preparation
7. Contract Review & Risk Flagging
8. Supplier Management / Scorecards
9. Invoice & PO Matching

MODULE 3

What you can expect

3. Your Claude Setup

In the final module, you'll bring everything together by setting up a complete, working Claude Cowork environment for your procurement tasks. You'll prepare your setup so you can apply everything from the previous modules in a structured and practical way.

You will follow a clear, step-by-step process that covers the essential setup components. This includes configuring your Claude account, applying privacy settings, defining custom instructions, organizing your folder structure, and preparing your environment for file-based workflows.

You'll work through a structured checklist to ensure every element is in place before using Claude in a real scenario. You will also follow a full walkthrough that shows how to configure Claude from scratch and connect it to your working environment.

By the end of this module, you'll have a complete setup that allows you to use Claude Cowork in your daily procurement work with clarity and consistency.

Content

1. The Claude Setup Checklist
2. Setting It All Up: Computer Walkthrough

Our Learning Methodology

Enabling learners to be outstanding



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.



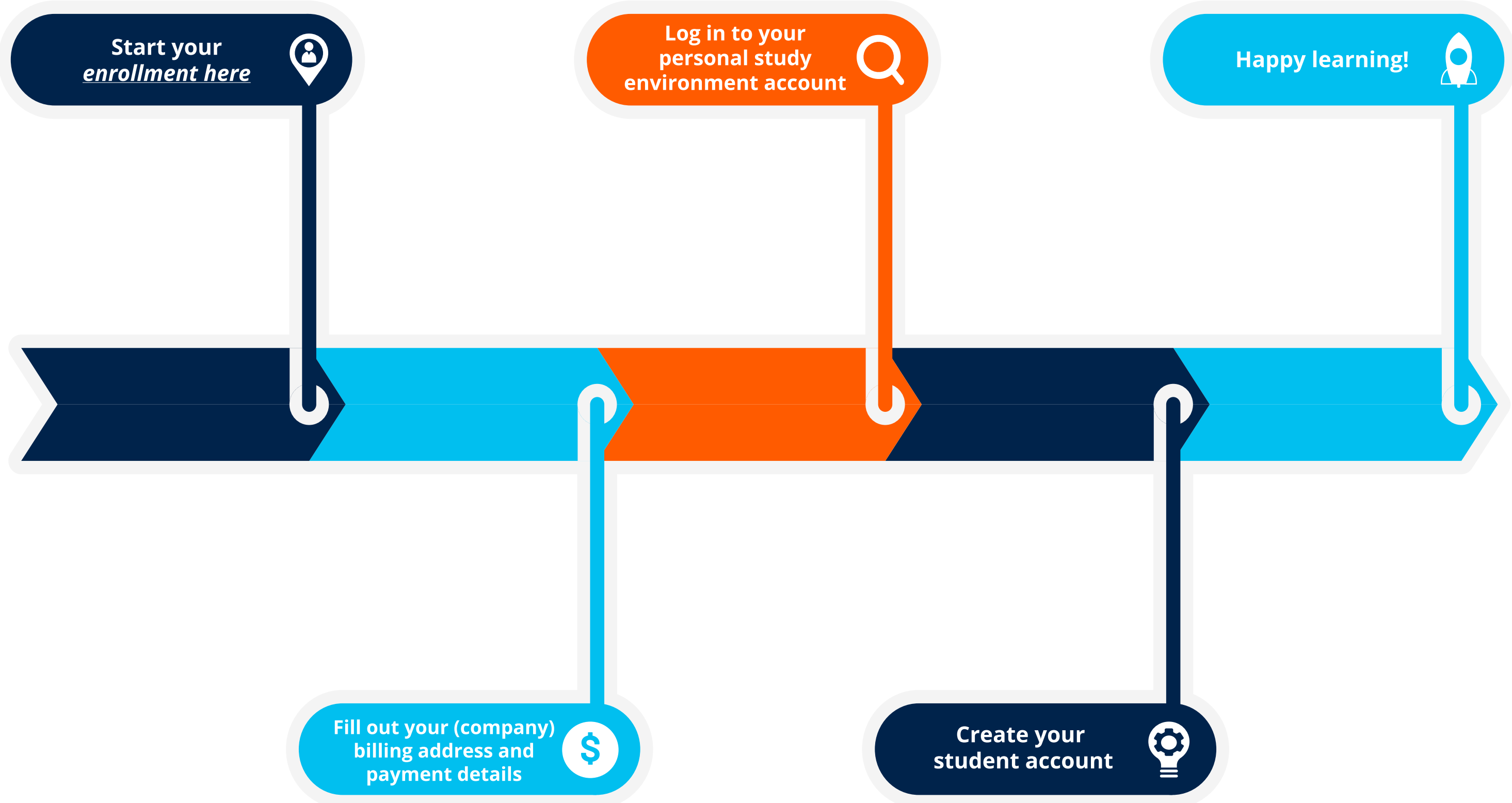
Personal coach & practitioner community

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



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

