

CPSM EXAMS SPECIFICATIONS

Leadership and Transformation in
Supply Management

Supply Management
Integration

EXAM SPECIFICATIONS

Certified Professional in Supply Management® (CPSM®)

Supply
Management **CORE**



CPSM® Learning System

Supply Management Core Exam

	Competency Area	Task
1-A-1	Sourcing	Assess stakeholder needs and organize into sourcing plans
1-A-2	Sourcing	Analyze and advise on feasibility of internal customer requests
1-A-3	Sourcing	Analyze potential sources of products or services
1-A-4	Sourcing	Determine methods to process requirements for goods or services based on cost, timing, existing contracts and competitive bidding, as appropriate
1-A-5	Sourcing	Conduct analyses to develop insourcing or outsourcing strategy
1-A-6	Sourcing	Identify and implement technologies to support supply management
1-A-7	Sourcing	Leverage spend through the identification, development and execution of sourcing strategies
1-A-8	Sourcing	Implement strategic sourcing plans aligned with organizational and stakeholder objectives
1-A-9	Sourcing	Prepare solicitations for competitive bids, quotations and proposals with pertinent specifications, terms and conditions
1-A-10	Sourcing	Evaluate competitive offerings to identify the overall best offer for a product or service
1-B-1	Category Management	Create a category management plan to meet the organization's key objectives
1-B-2	Category Management	Execute a category management plan
1-C-1	Negotiation	Prepare negotiation plan that aligns with organizational objectives
1-C-2	Negotiation	Prepare and develop strategies and tactics for negotiations
1-C-3	Negotiation	Lead, conduct and support negotiations with suppliers
1-D-1	Legal and Contractual	Manage the preparation of contracts/purchase orders
1-D-2	Legal and Contractual	Award contracts to suppliers
1-D-3	Legal and Contractual	Administer contracts and/or purchase orders from award to completion or termination
1-D-4	Legal and Contractual	Perform or obtain legal review of contracts and other supply management documents
1-D-5	Legal and Contractual	Generate and follow supply management processes to ensure legal compliance
1-E-1	Supplier Relationship Management	Develop supplier qualification plans to assure components, materials and suppliers meet specified requirements

	Competency Area	Task
1-E-2	Supplier Relationship Management	Develop and manage effective relationships with suppliers
1-E-3	Supplier Relationship Management	Conduct supplier performance evaluations
1-E-4	Supplier Relationship Management	Conduct regular business reviews with suppliers
1-E-5	Supplier Relationship Management	Identify opportunities and benefits for rationalizing the supply base
1-E-6	Supplier Relationship Management	Identify opportunities to drive supplier innovation
1-E-7	Supplier Relationship Management	Develop and implement supplier exit strategies
1-E-8	Supplier Relationship Management	Review supplier performance against negotiated service level agreements (SLAs)
1-E-9	Supplier Relationship Management	Resolve invoice and payment problems
1-E-10	Supplier Relationship Management	Act as a liaison between suppliers and functional areas to ensure accurate information, documentation and product flow
1-E-11	Supplier Relationship Management	Work with suppliers to identify constraints and implement value-added processes
1-F-1	Cost and Price Management	Develop cost management program strategies for purchases
1-F-2	Cost and Price Management	Perform cost/benefit analyses
1-F-3	Cost and Price Management	Conduct spend analysis to determine strategies for specific categories
1-F-4	Cost and Price Management	Track and validate cost reduction and cost avoidance
1-G-1	Financial Analysis	Prepare and/or administer a supply management department budget
1-G-2	Financial Analysis	Develop financing strategies for purchases
1-G-3	Financial Analysis	Verify that sufficient reporting exists

Supply Management Integration Exam

	Competency Area	Task
2-A-1	Supply Chain Strategy	Develop and/or implement a material or service standardization program
2-A-2	Supply Chain Strategy	Implement requirements planning to align supply management activities with organizational strategy
2-A-2	Supply Chain Strategy	Implement operations planning, scheduling and inventory control processes to ensure optimum use of resources
2-A-4	Supply Chain Strategy	Structure the supply chain in support of the organization's business strategy
2-B-1	Sales and Operations Planning — Demand Planning	Incorporate the use of sales, inventory and capacity forecasts in the planning of materials production to better meet strategic objectives and goals
2-B-2	Sales and Operations Planning — Demand Planning	Conduct demand planning
2-C-1	Sales and Operations Planning — Forecasting	Analyze and report on market conditions, benchmarks and industry trends to internal stakeholders
2-C-2	Sales and Operations Planning — Forecasting	Develop supply forecasts in light of economic and technological trends
2-C-3	Sales and Operations Planning — Forecasting	Plan and communicate sourcing and supply strategies based on forecasted data
2-C-4	Sales and Operations Planning — Forecasting	Manage forecasted data with suppliers
2-C-5	Sales and Operations Planning — Forecasting	Calculate and report forecast accuracy
2-D-1	Sales and Operations Planning — Product and Service Development	Participate in new product or service development in support of marketing efforts
2-D-2	Sales and Operations Planning — Product and Service Development	Participate in product-service ramp-up and/or ramp-down strategies and implementation
2-D-3	Sales and Operations Planning — Product and Service Development	Create systems and process improvements to help the organization meet sales goals
2-E-1	Quality Management	Develop and/or administer a supplier quality certification program
2-E-2	Quality Management	Develop measurements for quality improvement
2-E-3	Quality Management	Implement continuous improvement processes within the supply chain
2-F-1	Logistics and Materials Management	Design transportation and distribution policies and procedures to ensure optimum flow of materials

	Competency Area	Task
2-F-2	Logistics and Materials Management	Manage transportation, invoicing and documentation functions to ensure regulatory compliance
2-F-3	Logistics and Materials Management	Manage the resolution of delivery/ receiving problems
2-F-4	Logistics and Materials Management	Analyze supplier transportation costs
2-F-5	Logistics and Materials Management	Develop and/or implement a warehouse management system
2-F-6	Logistics and Materials Management	Conduct network design and optimization to support the business model, increase productivity and lower operating costs
2-F-7	Logistics and Materials Management	Oversee the day-to-day operations of a warehousing function
2-F-8	Logistics and Materials Management	Develop and/or implement an inventory management system
2-F-9	Logistics and Materials Management	Coordinate and/or monitor the movement of equipment and assets within the organization
2-F-10	Logistics and Materials Management	Expedite/de-expedite orders
2-F-11	Logistics and Materials Management	Develop and/or execute plans and metrics to reduce risk of shortages
2-F-12	Logistics and Materials Management	Identify cost-effective packaging that meets requirements
2-F-13	Logistics and Materials Management	Conduct investment recovery activities for surplus/obsolete materials
2-G-1	Project Management	Perform project management activities

Leadership and Transformation in Supply Management Exam

	Competency Area	Task
3-A-1	Leadership and Business Acumen — Strategy Development	Participate in organization-wide objective setting
3-A-2	Leadership and Business Acumen — Strategy Development	Participate in organization-wide budgeting
3-A-3	Leadership and Business Acumen — Strategy Development	Develop, implement, revise and support business plans and operating policies and procedures
3-A-4	Leadership and Business Acumen — Strategy Development	Participate in company mergers, acquisitions and/or divestitures
3-B-1	Leadership and Business Acumen — Stakeholder Engagement	Develop and evaluate supply management relationships with internal departments
3-B-2	Leadership and Business Acumen — Stakeholder Engagement	Lead or participate in cross-functional and/or multifunctional teams
3-B-3	Leadership and Business Acumen — Stakeholder Engagement	Disseminate information and promote training related to supply management policies and procedures
3-B-4	Leadership and Business Acumen — Stakeholder Engagement	Market the value of strategic sourcing and sourcing strategies and initiatives to management and internal stakeholders
3-B-5	Leadership and Business Acumen — Stakeholder Engagement	Represent supply management in meetings with corporations, government agencies, professional associations and/or other organizations
3-C-1	Leadership and Business Acumen — People development and Coaching	Evaluate the supply management organizational structure and modify as necessary in order to achieve the optimal structure
3-C-2	Leadership and Business Acumen — People development and Coaching	Conduct role design evaluation and potential job redesign requirements
3-C-3	Leadership and Business Acumen — People development and Coaching	Develop criteria for evaluating the overall supply management department performance
3-C-4	Leadership and Business Acumen — People development and Coaching	Hire, develop, retain, promote and/or dismiss supply management personnel
3-C-5	Leadership and Business Acumen — People development and Coaching	Conduct and/or authorize job training for the professional development of the staff
3-C-6	Leadership and Business Acumen — People Development and Coaching	Evaluate supply management employee performance
3-C-7	Leadership and Business Acumen — People Development and Coaching	Supervise and lead supply management employees
3-C-8	Leadership and Business Acumen — People Development and Coaching	Create and manage a succession plan
3-D-1	Systems Capability and Technology	Incorporate the use of technology-driven processes to analyze data and make more informed business decisions

	Competency Area	Task
3-D-2	Systems Capability and Technology	Conduct ongoing research of the market, current competition, company imperatives, recent trends and emerging capabilities that will provide competitive advantage
3-E-1	Risk and Compliance	Implement a risk management program
3-E-2	Risk and Compliance	Develop risk mitigation plans that align with organizational risk tolerance
3-E-3	Risk and Compliance	Implement a claims management program
3-E-4	Risk and Compliance	Implement and maintain a system of data retention
3-E-5	Risk and Compliance	Manage the storage and disposal of hazardous and/or regulated materials
3-E-6	Risk and Compliance	Develop tools and processes to measure, report and improve compliance with supply management policies and regulations
3-E-7	Risk and Compliance	Analyze and resolve issues raised in supply management audit reports
3-E-8	Risk and Compliance	Assess, manage and monitor the risk of doing business with third parties and their subcontractors
3-E-9	Risk and Compliance	Investigate and/or verify fraudulent or non-compliant employee purchases
3-F-1	Corporate Social Responsibility and Ethics	Develop and implement a code of business conduct for the supply management function
3-F-2	Corporate Social Responsibility and Ethics	Develop and/or implement a supplier diversity program
3-F-3	Corporate Social Responsibility and Ethics	Establish and monitor programs for sustainability and environmental responsibility
3-F-4	Corporate Social Responsibility and Ethics	Implement, monitor, and promote organizational and supply chain health and safety policies and procedures
3-F-5	Corporate Social Responsibility and Ethics	Establish and monitor social responsibility programs including corporate citizenship and community outreach
3-F-6	Corporate Social Responsibility and Ethics	Implement policies to prevent discrimination and harassment