



Certification training

American Certified Procurement Professional

ACPP

Preparation for the AAPSCM ACPP exam

Training for the AAPSCM ACPP exam, the foundational procurement level: procurement's role, cost versus value, requests for quotes and proposals, direct and indirect buying, and e-procurement.

Delivered by Vertex Business, a professional certification training provider.



8 topics
on the credential page



Foundation level
no prior experience



From request
to purchase order



Plan with us
before you enrol

Program details and enrolment

vertexbusiness.xyz/programs/acpp?lang=en

A structured start in the procurement profession.



About the training

Many people start in procurement by learning the steps before the reasons. ACPD gives the foundation: why the function exists, how its value is measured, how an RFQ differs from an RFP, and when users and suppliers take part in the decision.

The exam at a glance

100 questions at most	120 minutes exam time	600 of 1000 to pass
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Per AAPSCM's ACPD page, accessed 15 October 2026. Questions are multiple choice in English; renewal is 35 PDEs every three years.

What the exam measures



Core terminology

RFQ, RFP and RFX, direct and indirect buying, and e-procurement.



The right step

Choosing the correct action in a simple purchasing cycle.

APPLIED ITEMS

How to read a procurement item

01

Find the purchase type

Direct, going into the product, or indirect, supporting operations?

02

Find the stage

Need, request, evaluation or order?

03

Think value

Not price alone, but quality, time and service.

For those starting in procurement or working with it daily.



This suits you if you:

- ✓ **Are new to procurement**
And want to understand the profession before its procedures.
- ✓ **Work in a requesting department**
And want to know what happens after you raise a need.
- ✓ **Are moving from stores or finance**
Into a buying role.
- ✓ **Plan to reach ACPM**
And want the foundation of the same track first.



Roles at this level

Illustrative roles that use this knowledge; AAPSCM does not require a specific job title.

- ✓ **Buyer**
Collects quotes and issues purchase orders.
- ✓ **Procurement coordinator**
Follows requests between departments and suppliers.
- ✓ **Tender support assistant**
Prepares RFQ and RFP documents and receives replies.
- ✓ **e-Procurement system user**
Enters requests and tracks their status in the system.

ELIGIBILITY AND EXAM

Before you apply for the exam

Entry condition

AAPSCM requires no prior experience for this level.

The exam

Up to 100 multiple-choice questions in 120 minutes, in English, online or at a test centre.

After ACPM

ACPP is one route to ACPM with the same issuer, alongside the experience route.

Eligibility and exam on AAPSCM's official page [↗](#)

The eight ACPP topics

AAPSCM lists eight topics on the credential page, from procurement basics to an introduction to AI in buying.

ACPP topics

Procurement Basics

First terms

The buying cycle in brief

The Role of Procurement

Its place in the organization

Links to finance and operations

Cost vs. Value

Price and total cost

Quality, service and time

Procurement Processes (RFQ/RFP/RFX)

When to use each request

Comparing replies

Direct vs. Indirect Procurement

Materials in the product

Goods and services for operations

e-Procurement

Requests and approvals in the system

Catalogues and platforms

User and Supplier Involvement

Defining the need precisely

Involving suppliers early

Introduction to AI in Procurement

Simple uses

What needs human review

Source: AAPSCM's ACPP page, accessed 15 October 2026. Items under each topic are an illustrative summary.

Follow one purchase request from the start.

Each axis is applied to a simple purchase in a services company, from the moment the need appears to the order.

01 Role and value

Why the buying function exists, how its value goes beyond price, and direct versus indirect purchasing.

Applied example Cheaper printers that raise ink costs later.

02 Requests for quotes and proposals

Choosing an RFQ, RFP or RFX, drafting the request, and involving users in the specification.

Applied example A department asks for cleaning services with no clear scope.

03 Systems and technology

The request and approval cycle in an e-procurement system, and an introduction to what AI can offer.

Applied example A request stuck in the system awaiting an absent approver.

LEARNING OUTCOMES

What you will be able to do

01 Explain procurement's role

To a colleague from another department, simply.

02 Compare offers

On value, not price alone.

03 Choose the request type

Between RFQ, RFP and RFX.

04 Follow an electronic request

From entry to purchase order.

The foundation is built with everyday examples.



Term glossary

Core procurement terms in Arabic and English, each with a workplace example.

The exam is in English.



Offer comparisons

Two or three offers for one request, compared in a simple table, with a reasoned choice.

Practises cost versus value.

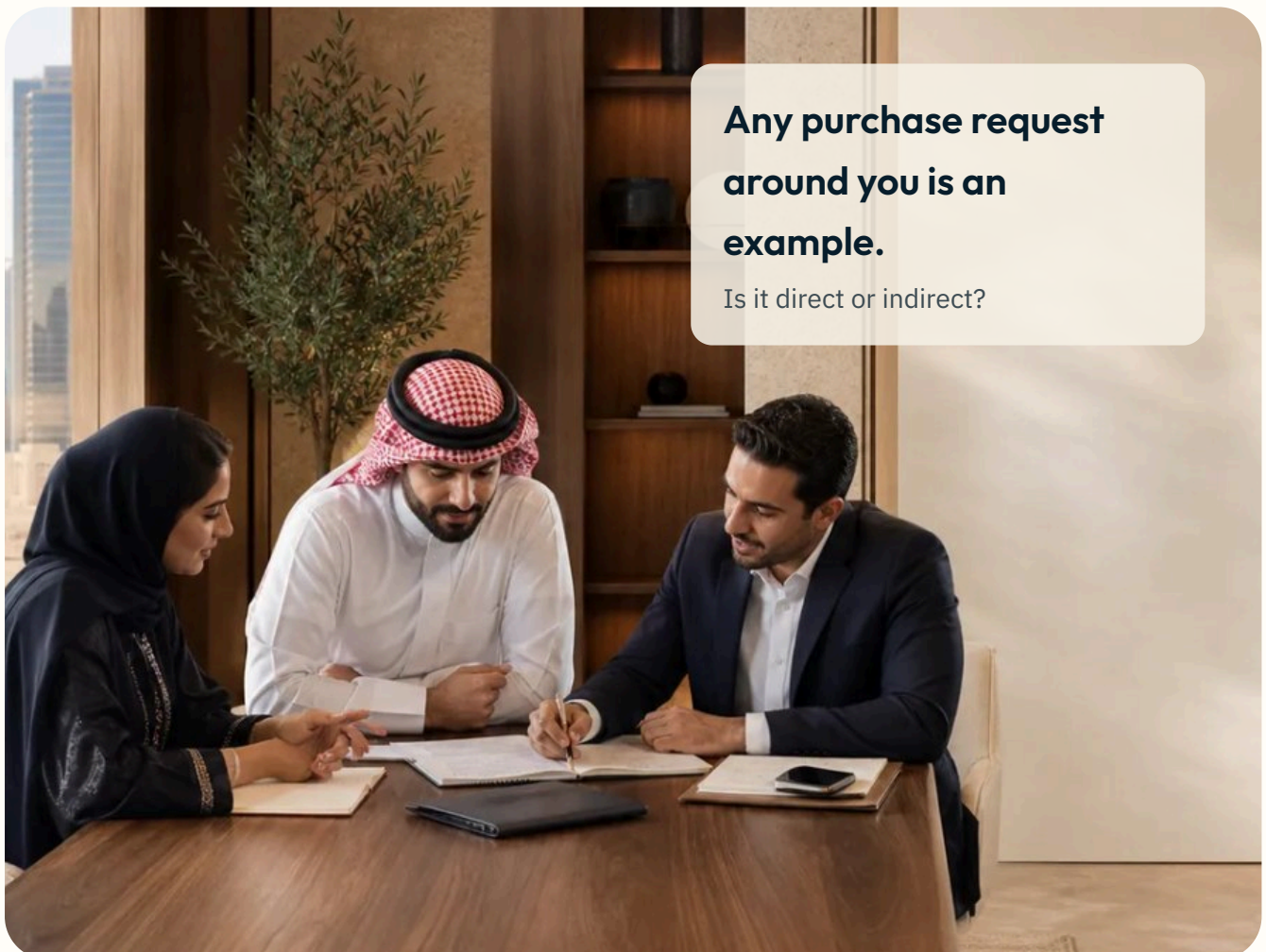


A plan that fits your time

Study format, dates and any accompanying materials are confirmed with the Vertex Business team before enrolment, based on your level and available time.

Any purchase request around you is an example.

Is it direct or indirect?





STUDY PLAN

A practical plan from your starting point to exam day.

01 Start with the basics

First terms and procurement's place in the organization.

02 Understand value

Total cost versus purchase price.

03 Study requests

RFQ, RFP and RFX and when each applies.

04 Tell purchase types apart

Direct and indirect, with examples from several sectors.

05 Add the systems

e-Procurement and the introduction to AI.

06 Revise in English

Up to 100 questions in 120 minutes, in the exam's own language.

Definition items

Telling apart two close procurement terms.

Next-step items

What is the right action at this stage of the cycle?

“What impressed me most was the trainer’s care that the information landed and that everyone had a chance to take part... and pointing out what matters most in the material.”

— CPTD learner about the trainer after a session · translated from Arabic · published on the Vertex site

“An excellent session. I learned important things about the certification and benefited a lot... everything was explained so clearly that I had no questions left.”

— SHRM learner after a live session · translated from Arabic · published on the Vertex site

“This achievement would not have been possible without the support, guidance and training I received... which prepared me for the exam.”

— Learner who earned CPTD · translated from Arabic · public post shown on the Vertex site



About Vertex Business

Vertex Business provides professional certification training in talent development, human resources and project management, alongside a professional diploma in medical research and team training for organizations. Training pairs Arabic explanation that keeps the exam’s English terminology with application to real workplace decisions.

[Company details](#) 



Booking the exam

Registration, fees and scheduling for the ACPPE exam are handled directly with AAPSCM.

[Official AAPSCM ACPPE page](#) 

COMPLETION CERTIFICATE AND PROFESSIONAL CREDENTIAL

Training completion requirements and the Vertex Business completion certificate are confirmed in the enrolment details.

The ACPPE professional credential itself is awarded by AAPSCM under its own requirements, after you pass its assessment.



Discuss your goal and choose how to study.



Scan with your phone camera

YOUR NEXT STEP

- ✓ Training topics and outcomes
- ✓ A level that fits your experience
- ✓ Available study formats and dates
- ✓ Details and price confirmed before enrolment

Open the program page →

01

Open the program page

Scan the code or tap the link.

02

Discuss your goal

Use the WhatsApp button on the program page.

03

Confirm the details

Study format, dates and price before enrolment.

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