

## Qualification training

# Level 2 Certificate in Procurement and Supply Operations

# CIPS L2

Preparation for the CIPS module exams

Training for the five module exams of the CIPS foundation qualification: procurement and supply basics, day-to-day operations, stakeholders, systems, and inventory, logistics and expediting.

Delivered by Vertex Business, a professional certification training provider.



**5 modules**  
all mandatory



**18 credits**  
in the qualification



**One exam per  
module**  
computer-based



**Plan with us**  
before you enrol

Program details and enrolment

[vertexbusiness.xyz/programs/cips-l2?lang=en](https://vertexbusiness.xyz/programs/cips-l2?lang=en)

# The first step on the CIPS pathway.



## About the training

Level 2 is the CIPS foundation qualification and is listed on the Register of Regulated Qualifications. It needs no prior experience and covers what front-line procurement and stores staff need: the process, the system and working with other parties.

## The qualification at a glance

|                                 |                               |                                    |
|---------------------------------|-------------------------------|------------------------------------|
| 5                               | 18                            | 70%                                |
| <b>modules</b><br>all mandatory | <b>credits</b><br>to complete | <b>pass mark</b><br>in each module |

Per the CIPS qualification page and specification, accessed 15 October 2026. CIPS sets total qualification time (TQT) at 180 hours.

## What the exams measure



### Core understanding

Definitions, stages and roles in procurement and supply as set out in the CIPS specification.



### Direct application

Choosing the right action in a simple operational situation.

## APPLIED ITEMS

### How to read an Objective Response item

01

#### Find the module

Which part of the specification does it test?

02

#### Read the verb

A definition, a sequence or an action?

03

#### Rule out the near miss

An option that sounds right but belongs to another stage.

## For those starting in procurement or stores.



### This suits you if you:

- ✓ **Are early in your career**  
And want a regulated qualification in procurement and supply.
- ✓ **Work in procurement support**  
And follow procedures without the framework behind them.
- ✓ **Work in stores or receiving**  
And want to see how your work links to buying.
- ✓ **Plan a CIPS pathway**  
And are starting at the foundation level.



### Roles at this level

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

- ✓ **Procurement assistant**  
Prepares requests and follows up quotes.
- ✓ **Expediter**  
Chases delivery dates with suppliers and escalates delays.
- ✓ **Storekeeper**  
Receives items, records movements and flags shortages.
- ✓ **Logistics coordinator**  
Arranges transport of goods from supplier to site.

## ELIGIBILITY AND EXAMS

### Before you book the exams

#### Entry requirements

CIPS sets no entry requirements for this qualification.

[Qualification details on the official CIPS page](#)

#### Membership

You join CIPS as a student member to book exams.

#### The exams

One computer-based Objective Response exam per module, set by CIPS.

# The five modules

The qualification has five mandatory modules, from an introduction to procurement and supply to inventory and logistics.

## CIPS L2 modules

### L2M1 · Introducing Procurement and Supply

The procurement cycle and its stages

Procurement's role in the organization

Professional ethics

### L2M2 · Procurement and Supply Operations

Requisition and purchase order

Basic contracts

### L2M3 · Stakeholder Relationships

Internal and external parties

Communicating with each

### L2M4 · Systems Technology

e-Procurement systems

Data and records

### L2M5 · Inventory, Logistics and Expediting

Inventory control

Chasing and speeding delivery



#### A separate exam for each module

L2M1 carries 6 credits with a two-hour exam; each of the other four carries 3 credits with a one-hour exam.

Source: the CIPS qualification page and specification, accessed 15 October 2026. Items under each module are an illustrative summary.

# From purchase request to goods received.

Each axis is applied to a buying cycle in a small company, followed from request to receipt.

## 01 Procurement and operations

Stages of the buying cycle, quotes and purchase orders, and the ethics of dealing with suppliers.

**Applied example** A supplier offers a gift to staff before the award.

## 02 Stakeholders and systems

Identifying stakeholders and their expectations, working in an e-procurement system and keeping records.

**Applied example** A department complains its requests are approved slowly.

## 03 Inventory and delivery

Controlling stock levels, arranging transport, and chasing suppliers to speed late deliveries.

**Applied example** A critical item runs out a week before the order arrives.

## LEARNING OUTCOMES

### What you will be able to do

#### 01 Describe the buying cycle

From need to payment.

#### 02 Identify stakeholders

And what each needs from procurement.

#### 03 Use a procurement system

And understand what it records at each step.

#### 04 Chase a late order

And choose the right action to speed it up.

## Module by module, exam by exam.



### Specification-led study

Read each module's learning outcomes and tie each one to a workplace example before the exam.

**Questions are built on the specification.**



### Guided choice questions

Short Objective Response-style questions, with wrong answers discussed in session.

**Gets you used to the computer-based format.**



### 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.

### Today's goods receipt is a module five lesson.

Who chased the delivery? Who recorded the receipt?



## STUDY PLAN

# A practical plan from your starting point to the last exam.

### 01 Register as a student member

With CIPS, before planning exam dates.

### 02 Start with module one

L2M1 is the largest and underpins the rest.

### 03 Move to operations

L2M2 turns concepts into daily procedures.

### 04 Study parties and systems

L2M3 and L2M4 together, as they connect at work.

### 05 Finish with inventory

L2M5: control, transport and expediting.

### 06 Sit one module at a time

Book each module exam right after you finish studying it.

#### Knowledge items

A correct definition or sequence from the module specification.

#### Situation items

The right action in a short operational case.

**“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](#) 



### Membership and exams

Student membership, exam fees and exam booking are handled directly with CIPS.

[Official CIPS qualification page](#) 

## COMPLETION CERTIFICATE AND PROFESSIONAL CREDENTIAL

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

The CIPS L2 professional credential itself is awarded by CIPS 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.

[vertexbusiness.xyz/programs/cips-l2?lang=en](https://vertexbusiness.xyz/programs/cips-l2?lang=en)