

Procurement / Purchasing Manager

GOVERNANCE · O*NET 13-1023.00 · PURCHASING AGENTS, EXCEPT WHOLESALE, RETAIL, AND FARM PRODUCTS

RUN PROCUREMENT WITH FASTER COMPARISONS AND TIDIER SUPPLIER RECORDS.

1 YOUR ROLE TODAY

Procurement and purchasing managers buy what the business needs at the right price and terms. The negotiation and the supplier judgement stay human. The comparing, drafting and record-keeping are where AI saves time.

WHAT THE JOB INVOLVES

- Source and evaluate suppliers and products.
- Negotiate prices, terms and contracts.
- Prepare and process purchase orders.
- Analyse spend and supplier performance.
- Manage supplier relationships and records.
- Ensure purchases meet policy and budget.

SKILLS THAT MATTER MOST

- Negotiation
- Critical thinking
- Active listening
- Reading comprehension
- Coordination
- Judgement and decision-making

O*NET job zone: Job Zone 3 — medium preparation.

2 THE FOUR COPILOT TOOLS

COPILOT CHAT	Free, secure chat. Works from the open web and anything you paste or upload. No access to your internal files unless you give it.
M365 COPILOT	Sits inside Word, Excel, PowerPoint, Outlook and Teams. Works on your own emails, files and meetings (only what you already have permission to see).
COPILOT COWORK	You hand over a longer job and it works through the steps, showing progress so you can steer. Good for multi-stage work that used to eat an afternoon.
COPILOT AGENTS	A custom helper you (or IT) set up once to handle a specific, repeatable job — answering a common question, triaging a queue, drafting from a template.

3 AI OPPORTUNITY MAP

Where the four tools fit the real work — with a practical example for each.

TASK	BEST TOOL	PRACTICAL EXAMPLE
Compare supplier quotes or proposals	M365 COPILOT	Ask Copilot in Excel to build a like-for-like comparison from several quotes.
Draft an RFP or supplier email	M365 COPILOT	Draft the request or the chase from your requirements, then check the detail.
Research a supplier or market	COPILOT CHAT	Get a grounded read on a supplier and the market rate before you negotiate.
Analyse spend for savings	M365 COPILOT	Use Copilot in Excel to find where spend is concentrated and where it leaks.
Run a routine sourcing exercise	COPILOT COWORK	Delegate the first pass: shortlist, comparison and a draft recommendation for review.
Answer routine 'how do I raise a PO' questions	COPILOT AGENTS	An agent grounded in your procurement policy that handles the common asks.

4 SKILLS TO BUILD

The AI-literacy habits this role needs.

- Checking figures and terms before they shape a decision.
- Writing prompts that include the spec, the budget and the policy.
- Keeping supplier and price data on approved tools.
- Owning the negotiation — AI preps, you deal.

5 GETTING STARTED — 3 QUICK WINS THIS WEEK

- ✓ Build a quote comparison in Copilot for Excel this week.
- ✓ Brief yourself in Chat before your next supplier negotiation.
- ✓ Draft your next RFP from the requirements, then refine.

6 GETTING AHEAD — YOUR 90-DAY PLAN

Days 1–30 · Get started Use Copilot in Excel for comparisons and spend analysis. Draft RFPs and supplier mail in Word/Outlook.

Days 31–60 · Build the habit Hand routine sourcing first passes to Cowork. Standardise a comparison template.

Days 61–90 · Get ahead Set up a procurement-policy agent for common questions. Track savings and cycle time.

7 WHERE TO LEARN NEXT

Four short intro courses, in order. Start at the top.

- 01** Start with Copilot Chat
The no-risk way in. Ask, draft, summarise, compare. One hour.

02 Work inside M365 Copilot
Use it in the apps you already live in: Outlook, Word, Excel, Teams.

03 Delegate with Copilot Cowork
Hand over the multi-step jobs. Learn to brief, check and steer.

04 Build a Copilot Agent
Turn your most repeated task into a helper that runs itself.

Sources — Occupation overview: O*NET 30.2, occupation 13-1023.00 (oneline.org/link/summary/13-1023.00) and the ESCO occupational profile (esco.ec.europa.eu). Copilot tool descriptions: Microsoft 365 Copilot and Copilot Cowork product documentation, Microsoft, May 2026. AI mapping and pathways: Craig Stanley Studio. Verify figures and policy against your own systems before acting.

