

CEZAR MANAPAT, C.C.T.E.

Indirect Procurement | Strategic Sourcing | Contract Management

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SUMMARY

Procurement leader with 20+ years driving measurable savings, governance, and supplier performance across regulated and corporate industries (pharma/biotech, software, public agency, automotive). Expertise in indirect spend, end-to-end strategic sourcing, RFx/RFP, negotiation, and contract governance (MSA/SOW). Proven record managing large annual spend portfolios and improving S2P/P2P compliance through process standardization and stakeholder partnership.

CORE PROCUREMENT SKILLS

Strategic Sourcing • Indirect Category Management • RFx (RFI/RFP/RFQ) • Competitive Bidding
• Negotiation • Contract Lifecycle (MSA/SOW) • Supplier Performance/QBRs • Cost Savings & Avoidance • Commercial Terms (Royalties/Rebates) • Total Cost of Ownership (TCO) • Spend Analysis • Stakeholder Management • Risk Mitigation • S2P/P2P & Compliance • Policy/Process Design • Cross-Functional Leadership

CAREER HIGHLIGHTS

- Manage ~\$20M annual indirect spend for After Sales; consistently deliver ~5% cost savings/cost avoidance (~\$1M value).
- Execute and manage ~120 SOWs/contracts annually, ensuring scope clarity, governance, and on-time execution.
- Improved S2P compliance by partnering with suppliers and business units to standardize intake, requisition-to-PO workflows, and invoice submission practices—reducing off-process purchasing and strengthening governance.
- Led competitive RFP for Merch & Apparel (202 SKUs); analyzed annual sales to target the top 10 highest-volume items and built a target-price model incorporating unit cost, royalties/rebates, and total program costs (warehousing, fulfillment, and dual-channel web platform: consumer eCommerce storefront + dealer portal with credentialled, role-based pricing). Negotiated improved economics delivering ~30% avg unit cost savings vs prior year and stronger terms—royalty 5%→8% and rebates 1% (\$250K–\$750K) / 2% (\$751K+).
- Led competitive RFP for eCommerce platform supporting parts sales; negotiated ~30% savings from the supplier's initial proposal for platform fees (pending final agreement).

- Led competitive RFP for Facilities Management Services (FMS); delivered \$700K savings over 3 years by optimizing scope, pricing, and service levels.
- Led competitive RFP for regulated medical waste management; consolidated 7 suppliers into 1 to streamline service coverage and increase operational efficiency, delivering \$100K annual savings.
- Captured 28% MRO savings through a Group Purchasing Organization (GPO) sourcing initiative.

PROFESSIONAL EXPERIENCE

Hyundai Motor America — Fountain Valley, CA

Assistant Manager, Purchasing Projects | 2022–Present

- Own end-to-end procurement support for After Sales business units, including Dealer Installed Options and eCommerce Parts Sales, managing ~\$20M annual indirect spend across programs and services.
- Deliver ~5% cost savings/cost avoidance through competitive sourcing, scope optimization, and commercial negotiations (~\$1M value on \$20M spend).
- Execute and administer ~120 SOWs and contracts annually; develop/review scopes of work, RFx documentation, and award recommendations to ensure clarity, compliance, and on-time execution.
- Led competitive RFP for Merch & Apparel (202 SKUs); analyzed annual sales to target the top 10 highest-volume items and built a target-price model incorporating unit cost, royalties/rebates, and total program costs (warehousing, fulfillment, and dual-channel web platform: consumer eCommerce storefront + dealer portal with credentialed, role-based pricing). Negotiated improved economics delivering ~30% avg unit cost savings vs prior year and stronger terms—royalty 5%→8% and rebates 1% (\$250K–\$750K) / 2% (\$751K+).
- Led competitive RFP for eCommerce platform; selected supplier and negotiated ~30% savings from the supplier's initial proposal for platform fees (agreement negotiation in progress).
- Build supplier relationships through performance reviews and continuous improvement discussions; prepare spend/utilization, savings, supplier performance, and project timeline reporting for leadership.

Dendreon Pharmaceuticals LLC — Seal Beach, CA

Senior Buyer | 2019–2022 (Annual spend managed: \$80M)

- Led competitive RFP for Facilities Management Services (FMS); delivered \$700K savings over 3 years by optimizing scope, pricing, and service levels.
- Captured 28% savings on MRO supplies through a Group Purchasing Organization (GPO) initiative; improved purchasing efficiency and standardization.

- Led competitive RFP to centralize regulated medical waste removal services; consolidated 7 suppliers into 1 to improve efficiency and governance, generating \$100K annual savings.
- Owned contract lifecycle: negotiated and facilitated MSAs, SOWs, exhibits, and supplier agreements with stakeholders and Legal, strengthening governance and mitigating risk.
- Led end-to-end RFx processes and managed S2P execution using Infor ERP LX; partnered with suppliers and business units to strengthen compliance and improve adoption of standard requisitioning practices.
- Supported indirect categories across facilities, IT, manufacturing labs, HR, marketing/events, warehouse, and travel; identified procurement risks and drove mitigation plans.

Flux Cap Group LLC — Cypress, CA

Sourcing & Procurement (Small Business Owner) | 2010–2018

- Managed supplier sourcing, purchasing, and inventory planning for an outdoor sporting goods reseller/distributor, overseeing end-to-end order fulfillment and vendor relationships.

MSC Software Corporation — Newport Beach, CA

Senior Buyer & Travel Manager | 2004–2009 (Annual spend managed: \$55M)

- Standardized indirect categories, delivering \$500K annual savings through supplier rationalization and policy enforcement.
- Led strategic sourcing across printing, fulfillment, facilities, IT, and global travel, producing \$1M annual savings.
- Implemented nationwide hotel and car rental program generating \$700K annual savings.
- Managed S2P using Oracle iProcurement; increased compliance from 70% to 90% through training and process improvements.
- Drove travel compliance to 99% through Concur enablement, policy communication, and governance.

Child Care Resource Center — Van Nuys, CA

Head of Purchasing / Purchasing Agent | 2000–2004 (Annual spend managed: \$25M)

- Built a new Purchasing Department; implemented policies and procedures raising compliance to 90%+.
- Implemented purchasing software to streamline requisition-to-pay workflows, improving process efficiency from 50% to 99%.
- Standardized spend to generate savings up to \$750K annually; led sourcing projects including tenant improvements with 25% cost reduction.
- Managed Small/Minority/Women-owned supplier development program, increasing diversity spend growth 10%–30% annually.

Earlier Experience: Buyer — Valcom Computer Center (1997–2000) | Buyer — Continental Abrasives (1996–1997) | Buyer — Future Computing Solutions (1995–1996)

EDUCATION

BSBA, Financial Management — Fernandez College of Arts and Technology (Philippines)

CERTIFICATIONS

Certified Corporate Travel Executive (C.C.T.E.)

PREVIOUS CERTIFICATIONS

Certified Purchasing Manager (C.P.M.) | Accredited Purchasing Practitioner (A.P.P.)

TOOLS & SYSTEMS

SAP • Oracle iProcurement • Infor ERP LX • Intellichief • Concur • Microsoft Office/SharePoint/Teams • DocuSign • Adobe Sign • QuickBooks • ProcurementIQ • WordPress/Google Analytics • AI productivity tools: Microsoft Copilot, ChatGPT

PREVIOUS AFFILIATIONS

Institute for Supply Management (ISM) Orange County — Former Board Director | Global Business Travel Association (GBTA) — Former Member