



Complete Guide To Purchasing Management

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Procurement

Supply Chain

Distribution

Time to Market

Complete Guide To Purchasing Management

Introduction:

World-class organizations view the application of best practices in purchasing as being essential skill sets needed by all employees involved in the procurement process. This course focuses on the common gaps in performance that must be filled in order for Supply Management to provide the continuous improvements needed for organizations to meet their strategic objectives. This course develops how to be proactive rather than reactive in procurement activities and how to be working on the right things that display purchasing creativity, flexibility, and supply market knowledge. This course will establish how to provide and measure purchasing contributions to the organization so that this critical function and all those in it can be elevated to be seen as a core organization competency.

Who should attend?

Contracts, Purchasing, and Project personnel, Engineering, Operational, and Maintenance personnel, anyone who are involved in the planning, evaluation, preparation and management of tenders, awards, contracts and purchases that cover the acquisition of materials, equipment, and services and who are in organizations whose leadership want high levels of competency in those involved in contracts and purchasing activities.

Course Objectives:

By the end of this course, delegates will be able to:

- Learn how to develop high performance purchasing organizations
- Develop strategic purchasing plans
- Discuss how to improve internal customer service
- Determine how to eliminate low value added processes
- Develop spend profiles
- Apply analytics that guide procurement strategies
- Explore many ways of reporting key performance indicators (KPI)
- See how to apply past supplier performance for better selection
- Be presented with the most important competencies for purchasing personnel

Course Outline:

The 1st Steps to Becoming World Class

- 4 Stages to World Class
- Let's be Honest of how Purchasing is Viewed Today
- Strategic Sourcing
- Developing Spend Profiles and the ABC Analysis
- New Job Descriptions For Purchasing of the Future
- Purchasing Personnel Required Skill Sets

Evaluating Your Own Operation

- What are Best Practices?
- Purchasing Gap Analysis
- Vision and Mission for Purchasing

- Developing the Purchasing Department Strategic Plan
- Developing Key Performance Indicators (KPI) for Procurement
- Developing a Company Purchase Price Index

Continuous Improvement and How to Get It

- Cost Reduction Initiatives
- Methods of Cost Containment
- Waste in the Supply Chain
- Breaking Down the Elements of Supplier Cost
- Commodity/Service Strategic Planning
- Resisting Price Increases

You Will Never Be Better Than Your Suppliers

- Supplier Classification System
- Supplier Qualification Methods
- Supplier Performance Metrics
- Apply Performance to Purchasing Decisions
- Process Mapping to Eliminate Low Value Activities
- E-Procurement

Improving the Image of Procurement

- Global Sourcing
- International Labor Rates Comparison
- Developing and Maintaining a Customer Focus
- Basic Issues in Corruption and Fraud Prevention
- Increasing the Level of Procurement Professionalism
- Keeping Current in the Profession