



The Successful Buyer

Website: www.btsconsultant.com

Email: info@btsconsultant.com

Telephone: 00971-2-6452630

Procurement
Supply Chain

Distribution

Time to Market

Effective Purchasing, Tendering & Supplier Selection

Introduction:

The Successful buyers should understand how to bring about change. They must understand the impact and value they can make by having a deep understanding of how to capture the real requirements of the business; select those suppliers who are a strategic match through a robust qualification and tender process; and negotiate and prepare viable and sustainable supply contracts that add real and tangible value.

By attending The Successful Buyer training course, participants will develop a thorough understanding of the need to initiate processes, systems and best practice procedures to make sure that The Successful purchasing does not only concentrate on cost reductions; rather it focuses on supplier collaboration and the absolute requirement to enter into a contract that is deemed innovative, sustainable and will deliver efficiencies and cost saving initiatives throughout the life cycle of the contract.

Who should attend?

The qualification is designed for those working within the following typical job titles:

- Contracts, Procurement, Purchasing, and Project personnel
- New Buyers or those appointed to the role in the past two or three years
- Managers responsible for buying departments who wish to understand the roles and activities of their team
- Staff responsible for Supply Chain Performance.

Course Objectives:

Participants attending the programme will:

- Achieve Operational Efficiency in Purchasing
- Understand The Importance and relevance of Effective Purchasing
- Preparation of the Scope of Work and Specifications
- Understand The Tender Process
- Discuss how to Selecting the Right Suppliers
- Understand Forming a Contract and its Essential Elements
- Supplier Management throughout the Contract Lifecycle
- Develop a Balanced Performance Measurement Framework that is value driven
- Evaluate Suppliers - developing key measures for a total cost and value approach
- Understand the Stages of Effective Contract and Supplier Management

Course Outline:

The Procurement Process and the Financial Impact on its Outcomes

- The Importance of Effective Purchasing
- Understanding the Procurement Strategy
- The Five Steps of the Procurement Process
- Implementing Strategies for Cost-effective Purchasing and Procurement
- Strategic Cost Management as opposed to Ad-hoc Cost Reduction
- Measuring the Impact of Cost Management initiatives on Profitability

The Critical Elements of the Statement of Work, Scope and Specifications

- Capturing the Real Requirement of the End Users
- What a Good Specification for goods and services looks like?

- Defining Needs and Wants
- Important Questions to ask When Developing a Specification
- Purchasing methods and strategies
- Conventional purchase blanket orders
- Forward buying
- The outsourcing process
- Stockless Buying
- Leasing versus buying
- E-procurement
- Evolution in strategies for purchasing

Supplier Selection and Developing Robust Criteria for Supplier Evaluation

- Creating a Supplier Development Plan
- Developing the Criteria for Pre-Qualification
- Selecting Suppliers - A Balanced Judgment
- Using Carter's 10 C's as a Tool for Selection
- Price and Long Term Cost Considerations
- Analyzing Cost vs. Value

Developing the Relevant Tender Process and Awarding the Contract to the Most Suitable Supplier

- Determining the Key Principles Underpinning all Tendering and Procurement
- The Competitive Bidding Process
- Understanding the Full Tender Process from Notice to Award
- Evidencing Capability, Reliability and Quality
- Qualitative and Quantitative Assessment, Review and Continual Improvement
- Negotiating the Deal

Fundamentals of Contract Management

- The Importance of Contract Management
- Principles and Concepts around Contract Management
- The Contract Management Process
- Contractual Risk - How it is created?
- Critical Success Factors for Effective Contract Delivery
- Managing Contract Performance