



Effective Expediting: Monitoring, Controlling and Improving Timely Supplier Deliveries

Website: www.btsconsultant.com

Email: info@btsconsultant.com

Telephone: 00971-2-6452630

Procurement
Supply Chain
Distribution
Time to Market

Effective Expediting: Monitoring, Controlling and Improving Timely Supplier Deliveries

Introduction:

The requirement of on-time delivery each and every time is critical to businesses. Late deliveries will have a considerable impact on the buying company's performance. Expediting has a pivotal role in undertaking or coordinating a range of activities if the deliveries are to be on time. Effective Expediting is therefore directly linked to the overall success of the company's complete supply process.

In this BTS training course, the importance of Effective Expediting is emphasized and techniques are provided to monitor, control and improve supplier on-time delivery. These include methods to apply pressure to suppliers to ensure they fulfill their obligations. Attendees will leave motivated and confident to positively manage delivery and other crucial aspects of supplier performance.

Participants will develop the following competencies:

- Recognize where Expediting sits within the overall procurement and supply process
- Describe the factors that determine the nature and frequency of expediting to be applied to a purchase order
- Appreciate the difference between activity and progress
- Identify what needs to be done at each step in the delivery process – from supplier's premises to receipt at the company site

- Understand the value of effective communications with many groups during the delivery period
- Assess their own expediting skills, knowledge and understanding

Who should attend?

- Expeditors working in company offices – and those that visit suppliers' premises during the delivery period
- Staff in end-user departments – to understand the difficulties of getting on-time deliveries
- Staff in logistics roles – to see ways their activities interface with effective expediting
- Newly engaged Procurement and Supply staff – to understand the 'post-order' activities as part of their Induction program

Course Objectives:

- Expedite and co-ordinate a range of projects
- Understand Effective Expediting and the use of tools and techniques
- Understand the overall procurement and supply process
- Evaluate the nature and frequency of expediting vs a purchase order
- Understand the difference between activity and progress
- Create effective communications with many groups during the delivery period
- Apply expediting skills, knowledge and understanding against a model profile

Course Outline:

Day 1 - Overview of the Total Procurement Process

- What is the role of Procurement and Purchasing?
- Understand the types and frequency of expediting for purchase orders
- Evaluate the activities and deliverables expedited during delivery of an order
- Supplier Relationship Management
- Supplier Positioning

Day 2 - Developing a Pro-Active Role for Desk Expeditors

- Understanding Critical Activity
- Record keeping and reporting
- Personality, Persistence & Persuasion
- Effective expeditor
 - Getting the Right Attitude of Mind
 - Developing Personal Skills

Day 3 - Evaluating Transportation for Effective Expediting

- The Role of Transportation in Logistics
- International Commercial Terms in transportation and the liabilities
- Customs documentation and management
- Hazardous materials, Health & Safety and
- Emergency Management

Day 4 - Vendor Rating/Performance Measurement

- Quantitative and Qualitative Methods

- What Should We Measure?
- Performance Weighting
- Vendor Rating Models
- Contractual Performance Levels
- Performance Improvement

Day 5 - Legal Aspects of Expediting

- Common Law and Legislation
- How the Law Impacts on Purchasing
- Formation of Contract
- Sale of Goods
- Damages
- Penalty Clauses, Liquidated Damages