



Professional Purchasing Management Skills

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Procurement

Supply Chain

Distribution

Time to Market

Professional Purchasing Management Skills

Introduction:

Purchasing is a vital area for modern business, and increasingly is the difference between successful and failed organizations. Purchasing and Buying teams used to be seen as about processing paperwork, but it is now understood that they are key to ensuring that the whole organization has the right equipment and services, has costs under control, and can deliver the right Quality and Added Value. This requires teams with a complete set of Professional Purchasing Skills and appropriate Management approaches, who know where and how they can add value to their organizations. This course explores all the skills need by Professional Purchasers and Purchasing Managers, and helps delegates to practice and refine their skills in a no risk environment.

The main goal of this course is to provide participants with an intensive grounding in the theory and practice of modern Purchasing and Purchasing Management. The course has been designed to cover an array of essential Purchasing and Management skills while focusing on those that are most critical to personal and business success. The emphasis of the course will be on the most powerful methods and proven techniques for improving personal effectiveness. The candidates will leave the course with new ideas and processes that they can implement immediately with a confidence in their own skills. The candidates will learn how to:

- Match their activities to the needs of the organization
- Select the right purchasing approach for each purchase

- Write appropriate invitations to Tender
- Select suppliers for short and long term success
- Manage suppliers
- Negotiate with suppliers
- Manage cross-functional purchasing approaches
- Measure and Improve Purchasing Performance

Who should attend?

Anyone working in procurement, purchasing or buying, buyers in public, military and government, buyers working for private companies, managers of purchasing sections, users and technical specifies, project personnel working with contractors, purchasing managers in business, government and the military, professionals in contracting or other roles who wish to understand purchasing and improve the interaction with their function.

Course Objectives:

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

- Understand the role of professional purchasers
- Learn about and practice the key skills purchasers need to have
- Know the essential requirements for purchasing management
- Identify team structures and roles
- The benefits of improved purchasing
- Implementing changes within the team and with other departments
- Apply strategies and tactics for improved buying
- Understand the uses of tendering, negotiation and other approaches
- Be able to measure and improve purchasing performance

Course Outline:

Purchasing in the Organization

- What is the role of Purchasing in modern organizations?
- What is international Best Practice?
- What do other functions want from Purchasing?
- Supply Chain Management Concepts
- Essentials for Effective Purchasing
- Concepts and approaches in Purchasing Management
- What do you want to achieve?

Essential Skills for Purchasing

- What do we want to achieve?
- Purchasing Segmentation
- Supplier Intelligence and planning
- Supplier Selection
- Supplier reduction and optimization

Tendering and RFQs

- Requests for Information and Requests for Quotation
- Contract Law and ethics
- Use of Tendering, negotiation, direct sourcing and e-commerce
- Contract clauses and penalties
- Negotiation preparation, strategy and tactics
- Negotiation with other cultures
- E-procurement

Additional Purchasing Skills

- Negotiation
- Stock control and Effective order quantities
- International Procurement
- Pricing
- Value Analysis
- Cost analysis
- Total Cost of Ownership & Capital Equipment Life Cycle Costing

Delivering Successful Suppliers

- Planning for Success
- Developing action plans for immediate implementation
- Measuring Suppliers
- Change Management
- Using Key Performance Measures to monitor and deliver improvements
- Implementing Change