

# € TRAINING

Excellence in Procurement, Bidding, Supplier  
Selection and Purchasing Negotiation



# Excellence in Procurement, Bidding, Supplier Selection and Purchasing Negotiation

## Introduction

One of the most important departments in the organization is the Purchasing Department, and this importance and role has increased with the high cost of inputs of raw materials, supplies, tools and devices and an increase in its percentage of the total cost of producing the product or providing the service, which requires excellence in the procurement department, especially in preparing and managing purchase and supply contracts and purchasing negotiation skills With suppliers to compare them to choose the best one.

## Course Objectives

At the end of this course the participants will be able to:

- Recognize the latest concepts of strategic purchasing planning.
- Improve skill development in local and international procurement.
- Gain effective negotiation skills.
- Develop the ability to choose the appropriate purchasing method.
- Complete commercial correspondence and contracting.
- Select qualified suppliers.

## Targeted Audience

- Purchasing Managers and Senior Buyers.
- Purchasing department officials.
- Purchasing department staff.
- Employees of departments and other departments associated with the procurement department.
- Personnel of supply, procurement and warehousing.
- Employees involved in purchasing activities.
- People who deal with contractors and suppliers.
- Anyone who finds himself in need of this course and wants to develop his skills and experience.

## Course Outline

### Unit 1: Purchasing Management Concept:

- The concept of strategic planning and purchasing, its importance and the required steps.
- Problems facing the procurement process and the role of procurement management in characterizing quality.
- Types of purchase contracts and how to choose between them.
- Determining the location of the purchased materials in the "Supply-Positioning" ladder.
- Scientific and practical problems of the purchasing process and Bareto analysis of the purchased materials.
- A list of internal and external purchases {its importance - its main sections - its simplification - its problems}.

### Unit 2: Domestic and International Procurement Methods:

- The main procurement methods and discussion of the feasibility of each:
- Limited Tendering - Public Tendering - Practice - Direct Order - Negotiations.

- Purchasing methods and policy: "Quality - Quantity - Time - Price".
- Problems of local offers and international bids in imports, local and external procurement procedures, documentary cycles, supplier records, follow-up of orders, control of documentary credits, and follow-up of the local and foreign procurement plan.
- Terms and concepts used in international procurement.
- International Procurement Procedures - Negotiation in the International Procurement Field - Payment Methods in International Procurement.
- International procurement services {transportation - insurance - customs clearance}.
- Legislation and regulations governing local and international procurement.

### Unit 3: Dealing with suppliers:

- The art of dealing with suppliers.
- How to analyze supplier costs to get the right price.
- Evaluation of suppliers and methods of developing the relationship with them.
- How the buyer can influence the supplier to meet your needs.
- How do you choose the right supplier? And the effect of choice on the success of the purchase.
- Negotiation skills with suppliers and how to grow your suppliers.
- Indicators and criteria of an efficient supplier.

### Unit 4: Procurement methods and procedures:

- Procurement Planning - Material Requirements Planning MRP}} - Study and analysis of bids.
- Determine the economic quantity to purchase using the traditional model.
- How is the economic quantity determined when a supplier offers a discount?
- How to determine the economic quantity in the event of an expected rise in price? No expected price hike?
- How to determine the economic quantity in the event of constant demand? And in the case of perishable items?
- Processing urgent purchase requests: methods of reducing urgent purchase - methods of urgent purchase - eliminating urgent purchase.

### Unit 5: Planning and organizing the work of the procurement department:

- Administrative organization, procurement location and its administrative divisions.
- Responsibilities of the different organizational units for procurement and their relationship with other departments and relevant authorities.
- Behavioral skills of procurement workers.
- Risk management to ensure needs are met.
- Measuring performance progress.
- Organizational subordination to purchasing management.
- Organizing the purchasing department for total quality service.
- Handling conflicts that arise between the purchasing department and other departments.