

# € TRAINING

Purchasing Management Masterclass





# Purchasing Management Masterclass

## Introduction:

Purchasing is essential to the success of modern organizations and successful organizations need highly trained and Effective Managers. Buying teams need to be effectively managed to balance the requirement for high-quality materials and services with the lowest prices and low administrative costs and work with other departments and functions.

## Course Objectives:

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

- Understand the essential requirements for Purchasing Management
- Learn about team structures and roles
- Recognize the benefits of improved purchasing
- Implement the changes within the team and with other departments
- Explore the strategies and tactics for improved buying
- Understand the uses of tendering, negotiation, and other approaches
- Measure and Improve Purchasing Performance
- Use Key Performance Measures
- Develop the right organizational strategies for their team
- Master the roles and responsibilities of Buyers
- Negotiate with suppliers

## Targeted Audience:

- Procurement and Contracts personnel
- Purchasing, Contract Administration, Projects personnel
- Buyers & Senior Buyers
- Personnel involved in the planning and management of the tender process
- Leaders in the acquisition of materials, equipment, and services

## Course Outlines:

### Unit 1: Effective Purchasing in Modern Organisations:

- What is the role of Purchasing?
- What do other functions want from Purchasing?
- Essentials for Effective Purchasing
- Concepts and approaches in Purchasing Management
- Team Roles and responsibilities
- What do you want to achieve?

## Unit 2: Tools for Effective Purchasing:

- Spend mapping
- Supply Positioning
- Supplier Intelligence
- Supplier Selection
- Role of Distributors and Agents

## Unit 3: Financial and Non-Financial Purchasing Measures:

- Pricing Mechanisms
- Value Analysis
- Cost analysis
- Total Cost of Ownership
- Capital Equipment Life Cycle Costing
- Early Involvement of other functions

## Unit 4: Use of Appropriate Sourcing Techniques:

- Use of Tendering, negotiation, direct sourcing, and e-commerce
- Tendering, RFIs, RFQs
- Negotiation preparation, strategy, and tactics
- Negotiation with other cultures
- E-procurement

## Unit 5: Implementing Purchasing Improvements:

- Using Key Performance Measures to monitor and deliver improvements
- Metric hierarchies
- Implementing Change
- Planning Communications
- Planning for Action