

PROCUREMENT PROCESS MANAGEMENT

PIN001

COURSE DESCRIPTION

This 5-day introductory course will cover the key areas of buyer's responsibilities including buyer roles, purchasing organization, policies and procedures, price and cost analysis, supplier evaluation, legal aspects, supplier quality, transportation methods, distribution, inventory management, and time management. This program will point out key areas of knowledge and opportunities for personal improvement, and innovative approaches for planners and buyers.

COURSE GOAL

To enhance the participants' knowledge, abilities and skills necessary to cover every step of the purchasing function and improve productivity.

COURSE OBJECTIVES

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

- Strengthen his supplier relationships and gain better service and quality.
- Enhance his negotiation and planning skills.
- Understand the ethical and legal aspects and the liabilities of purchasing within the law.
- Select and qualify suppliers.
- Confidently deal with the most difficult purchasing challenges.

WHO SHOULD ATTEND

New buyers, as well as experienced buyers who want to review and update basic techniques.

COURSE DURATION

5 Working Days

COURSE OUTLINES

- Management's philosophy on purchasing and the buyer's role.
- Buying cycle and requisition flow.
- How to read and interpret financial reports for supplier selection.
- Supplier scheduling, communication, and delivery commitment.
- Cost, price, and value analysis to obtaining better total costs.
- Purchase contracts.
- Negotiation skills for the buyer.