



Arabian Institute For Training

Advanced Purchasing Management

INTRODUCTION

- Purchasing is one of the most important functions for successful organisations, whether it is selecting and applying the appropriate methodologies to ensure value for money or monitoring high quality delivery by suppliers which requires collaboration across all functions and a strong contractual underpinning of the supplier relationship. To ensure that this occurs requires a complete understanding of the needs of the organisation, and the capabilities in the supply market.

This training course is designed to:

- Explore the practices seen as leading to world class performance in purchasing and procurement, and supply chain management
- Enable participants to develop appropriate sourcing and supplier management plans
- Help delegates to develop action plans for implementation within their organisation to improve total value for their organisation

PROGRAMME OBJECTIVES

This Advanced training course aims to enable participants to:

- Be more effective in managing purchasing
- Develop appropriate strategies for delivering value
- Use appropriate methodologies for managing suppliers
- Be able to use tendering, negotiation and other techniques
- Enhance value obtained from suppliers
- How to measure and improve the performance of the Purchasing function

WHO SHOULD ATTEND?

This intensive 5-day Advanced Purchasing Management training course is suitable for personnel who work across the business including from:

- Projects
 - Tenders and Contracts
 - Purchasing
 - Finance
 - Those new to the purchasing function, preparing for a major project, or experienced managers looking for a refresher will also benefit from this Advanced Procurement training course.
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TRAINING METHODOLOGY

- The Advanced Purchasing Management training course will combine conventional teaching with a high level of participation; including an interactive approach to involving participants in discussion of topics; exercises; and encouraging participants to bring their own experiences forward for discussion and debate.

PROGRAMME SUMMARY

- The Advanced Purchasing Management training course covers the purchasing process from specification through to contract completion. The intention is to develop general skills with application to a wide range of purchasing situations, and to allow participants to have an awareness of practices in other regions and other industries which may add value to their own situations.

PROGRAM OUTLINE

The Basis of Purchasing Management

- Principles of Good Procurement within the Supply Chain
- Understanding the Supply Chain
- Requirements and Specifications
- Spend mapping
- Supply Segmentation
- Price, cost and value
- Principles of Good Management
- Strategy, vision
- Objectives of Purchasing management
- Organisational structure

Sourcing and Supplier management

- Appropriate sourcing techniques
 - Tendering
 - Open, Restricted, negotiated, competitive dialogue.
 - PQQ – pre-qualification questionnaires
 - Tender evaluation
 - Negotiation
 - Electronic procurement
 - E-auctions
 - Assessing and allocating risk
 - Identifying Risk
 - Mitigating Risk
 - Approved supplier lists and blacklists
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Risks and Opportunities in the Supply Market

- Supplier Management and Development
- Supplier Evaluation
- Partnerships and alliances
- Supplier Development
- Local supplier development
- Corporate Social Responsibility
- Ethical and Environmentally responsible sourcing

Managing Suppliers

- Managing Partnerships
- Appropriate opportunities for partnering and alliances
- Structure of partnerships
- Duration and end of partnership arrangements
- Managing non-critical suppliers
- Negotiation
- Managing Service Suppliers
- Service Level Agreements
- Supplier non-conformance and corrective actions

Measuring Performance and Leading Change

- Measuring Performance
 - Key Performance Measures
 - Financial Measures
 - Leading Change
 - Ensuring Cross functional collaboration
 - Promoting Purchasing to the organisation
 - Stakeholder analysis
 - Action planning
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