





# Course: Effective Purchasing, Tendering and Supplier Selection

Code	City	hotel	Start	End	price	Hours
100	Geneva (Switzerland)	Hotel Meeting Room	2024-07-15	2024-07-19	5450 €	25

## introduction

A five day intensive programme aimed at developing / strengthening the understanding of the crucial role played by the supplier in delivering customer satisfaction through an effective supply chain. Participants will learn how to evaluate the performance of both potential and current suppliers. Asses the factors that comprise and effective tender and conduct effective negotiations that bring long term value to the organisation.

### The key highlights of the seminar are:

- Planning
- Tendering
- Negotiation
- Supplier Management
- Measuring Performance
- Communication



## Seminar Objectives

- Identify and reduce procurement risk through development of a plan of action
- Enable improved performance from your existing suppliers through evaluation and performance measurement
- Understand and strengthen your supply chain
- Improve operating relationships within your organisation
- Award contracts on the basis of measured performance / criteria
- Provide a working understanding of the Negotiation process

## Training Methodology

Combines interactive presentations, case studies, participant activities and exercises to maximise the impact of the learning experience. Delegates will have ample time to consider the ideas and apply the skills discussed. The Seminar will cover both practical and theoretical aspects of Purchasing.

## Organisational Impact

### **The organisation will benefit by :**

- Raise the profile of purchasing within the company
- Improve the performance of established suppliers



- Deliver materials and services at reduced cost and increased value
- Retain money within the company through more productive negotiation
- Improve the professionalism of those within the purchasing function
- Drive improvement through identifying current problems and weaknesses

## Personal Impact

### **As a result of this programme the attendee will:**

- Understand the fundamental tools of effective purchasing
- Operate with increased confidence when dealing with suppliers
- Manage internal relationships more effectively
- Better deliver improved negotiated outcomes
- Use measurement as a key tool in driving supplier improvement
- Understand the key elements of a well structured tender

## Who Should Attend?

- Purchasing professionals
  - Those involved in defining the specification and evaluating supplier performance
  - Those involved in preparing and analysing bids
  - Those with an involvement in supplier relationships



- Those whose role involves negotiation with outside agencies

## **Programme Outline**

### **Day 1 - What is the Role of Purchasing in the Company?**

- Introduction to Purchasing and its contribution to the organisation
- What is the purpose of a business
- Dealing with the problem of being a “ go between “
- Purchasing process and cycle of procurement
- Positioning purchasing within the company
- Vision, Mission and Value of Purchasing
- Purchasing Structure
- Where to find performance improvement

### **Day 2 - Developing the Purchasing Strategy**

- How to reach the internal customer
- Developing Purchase agreements
- Importance of being involved in creating the specification
- Supplier selection methodology
- Criteria for pre qualifying suppliers



- Integrating the supplier selection process
- Positioning your need and your value against the market
- The role of ISO 9000

## **Day 3 - Selecting the Right Supplier & Evaluating Performance**

- Conditioning the supplier to meet your requirement
- The total cost approach to purchasing
- Analysing Cost
- Analysing Value
- Hidden costs
- Life cycle costing
- Using Price indices
- Performance evaluation

## **Day 4 - Tendering and Analysing the Bid**

- Process needs
- Types of tender
- Electronic commerce / E Auctions
- Evaluating a bid objectively
- Terms and Conditions of contract
- Standard contract clauses



- Methods of Payment
- Expediting the agreement
- What if the contract fails to deliver – legal issues

## **Day 5 - Negotiating the Contract and Preparing a Plan of Improvement Action for Purchasing**

- Defining negotiation
- Obstacles to effective negotiation
- Different styles of negotiation
- The tools of the process
- Phases of a negotiation
- What to do and what not to do
- Focus on four key areas of world class performance
- Evaluating performance gaps



**The Scandinavian Academy employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:**

- **Theoretical Lectures:**
  - We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.
- **Scientific Assessment:**
  - We evaluate trainees skills before and after the course to ensure their progress.
- **Brainstorming and Interaction:**
  - We encourage active participation through brainstorming sessions and applying concepts through role play.
- **Practical Cases:**
  - We provide practical cases that align with the scientific content and the participants specific needs.
- **Examinations:**
  - Tests are conducted at the end of the program to assess knowledge retention.
- **Educational Materials:**
  - We provide both printed and digital scientific and practical materials to participants.
- **Attendance and Final Result Reports:**
  - We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.
- **Professionals and Experts:**
  - The programs scientific content is prepared by the best professors and trainers in various fields.
- **Professional Completion Certificate:**
  - Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.
- **Program Timings:**
  - Training programs are held from 10:00 AM to 2:00 PM and include buffet sessions for light meals during lectures.