



LM027: Effective Purchasing, Tendering & Supplier Selection

Training Description:

The importance of purchasing and its impact on the organization's bottom line cannot be overstated. The role of the purchasing function has evolved from transactional to strategic to deliver value for the business.

The purpose of this intensive training course on Effective Purchasing, Tendering and Supplier Selection is to expand and deepen knowledge of the critical role suppliers play in delivering superior customer service through an efficient supply chain. Participants will gain knowledge about how to assess the performance of both potential and current suppliers as well as the elements of a successful tender. The training course will also cover effective negotiations that bring long term value to the organisation.

This training course will highlight the following topics:

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

Training Objectives:

By the end of the training, participants will be able to:

- ✓ 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
- ✓ Award contracts on the basis of measured performance / criteria
- ✓ Provide a working understanding of the Negotiation process

Personal Benefits:

- ✓ 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

Organisational Benefits:

- ✓ Improve the performance of established suppliers
- ✓ Deliver materials and services at reduced cost and increased value
- ✓ Raise the profile of purchasing within the company
- ✓ Retain money within the company through more productive negotiations
- ✓ Improve the professionalism of those within the purchasing function
- ✓ Drive improvement through identifying current problems and weaknesses

Training Designed for:

This course is intended for 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 and those whose role involves negotiation with outside agencies.

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

❖ WHAT IS THE ROLE OF PURCHASING IN THE COMPANY?

- Introduction to Purchasing and its Contribution to the Organisation
- Purchasing Process and Cycle of Procurement
- Positioning Purchasing within the Company
- Vision, Mission and Value of Purchasing
- Where to find Performance Improvement?

DAY TWO:

❖ DEVELOPING THE PURCHASING STRATEGY

- Developing Purchase Agreements
- Importance of being involved in Creating the Specification
- Supplier Selection Methodology
- Criteria for Pre-qualifying Suppliers
- Integrating the Supplier Selection Process

DAY THREE:

❖ SELECTING THE RIGHT SUPPLIER & EVALUATING PERFORMANCE

- Conditioning the Supplier to Meet Your Requirement
- The Total Cost Approach to Purchasing
- Analysing Cost
- Analysing Value
- Life Cycle Costing

DAY FOUR:

❖ TENDERING AND ANALYSING THE BID

- Process Needs
- Types of Tender
- Electronic Commerce / E Auctions
- Evaluating a Bid Objectively
- Methods of Payment

DAY FIVE:

- ❖ **NEGOTIATING THE CONTRACT AND PREPARING A PLAN OF IMPROVEMENT ACTION FOR PURCHASING**
 - Defining Negotiation
 - The Tools of the Negotiation Process
 - Phases of a Negotiation
 - Obstacles to Effective Negotiation
 - Evaluating Performance Gaps
- ❖ Course Conclusion
- ❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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