



Effective Purchasing, Tendering and Supplier Selection

21 to 25 March 2010/ Malaysia

COURSE OVERVIEW

This five-day intensive program is designed for those who want to understand and implement the essential tools of Purchasing, Procurement and Buying.

Participants will learn how to evaluate procedures and make needed changes to methods to improve customer service whilst achieving significant reductions in inventories; eliminate wasteful costs; avoid internal system problems that limit performance; obtain added value for money

OBJECTIVES

- Become a more efficient and productive buyer through applying the techniques of purchasing management
- Improve the services provided by your suppliers through more effective negotiations and planning
- Understand the ethical/legal aspects of purchasing and its possible liabilities
- Find out how to select and qualify suppliers
- Understand best practices in supplier relations, planning and specifying, procurement process, and supplier performance
- Know how to evaluate the proposals using price analysis and/or cost analysis

WHO SHOULD ATTEND

This seminar has been designed to enhance the purchasing skills of all buyers in business, or government organizations. It is intended for buyers of all types of materials, equipment and services who seek to strengthen their personal abilities as well as the performance of their purchasing department.

It will also benefit technical staff that has a role in specifying and procuring services and supplies

COURSE OUTLINE

Performance Purchasing

- Course Objectives
- Introduction to Purchasing and its contribution to the organization
- Key Concepts
- Purchasing Organizations
- The Procurement Cycle
- Purchasing Systems

Supplier Selection

- Specifications
- Working with End-users
- Supplier Evaluation Criteria
- Appropriate Supplier Methodologies
- Total Cost Approach

Tendering

- Form of Tendering
- Request for Information
- Request for Quotation/Invitation to Tender
- Tender Evaluation
- Negotiation
- Price Cost and Value

Legal Issues

- From Tender to Contract
- Supplier non-performance
- Expediting
- Terms and Conditions
- E-procurement fundamentals

Purchasing Performance

- Supplier Measurement
- Vendor Rating
- Action Planning
- Course Review and Evaluation

Note: To confirm your registration kindly complete the form below and send to us by fax or email.



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Code: _____

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Course Title: _____

Course Date: _____ Place: _____

Course Language: _____ Training Fees: _____

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