



# Fundamentals of Purchasing

18 to 22 July 2010 / London

Walk through every step of the purchasing management process, including, negotiating and vendor and materials management. Find innovative ways to manage your suppliers so they deliver quality products and services on time and within your budget...learn how e-procurement can help you save money and exploit sales opportunities...and understand the legal aspects of purchasing management. This program will point out key areas of knowledge and opportunities for personal improvement, and innovative approaches for planners and buyers

## OBJECTIVES

**By the end of the course the participant will be able to:**

- Strengthen his/her supplier relationships and gain better service and quality
- Understand the ethical and legal aspects and the liabilities of Buying within the law
- Find out how to select and qualify suppliers
- Confidently deal with the most difficult Buying challenges
- 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

## WHO SHOULD ATTEND

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

## COURSE OUTLINE

### How Purchasing Management Adds Value to the Firm

- The purchasing cycle
- Key criteria used to measure a buyer's performance
- Cost reduction
- Purchasing management policies, procedures, controls and standards

### Supplier Relations

- Requisition and purchasing policies
- Solicitation process: why various types of solicitation are used
- How to qualify and pre-select suppliers
- Assess the risk in doing business with a supplier

### Price, Cost and Total Cost of Ownership

- Assess competitive market pricing
- Attain a better negotiating position through cost analysis
- How to identify hidden costs and make better buying decisions

### Specialized Purchasing Management Tools

- Pareto analysis
- Applying JIT to purchasing
- E-commerce and its current purchasing management applications
- International commercial terms and global sourcing implications

### Purchase Agreements and Contracting Methods

- Blanket orders, blanket purchasing agreements, master purchasing agreements
- National, system and option contracts
- Purchasing/procurement card
- Service contracts

### Negotiating Skills: Conducting a Win-Win Negotiation

- Learn the nature and scope of negotiations in purchasing management
- Understand the difference between strategy and tactics in negotiation

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



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Code: PI12

I want to register

I want to receive more details

Course Title: Fundamentals of Purchasing

Course Date: 18 to 22 July 2010

Place: London

Course Language: English Training Fees: US\$ 5,250.00 (five thousand two hundred fifty US dollars)

Full Name(Mr. / Ms.): \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_

P.O Box: \_\_\_\_\_

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