Purchasing and Procurement Course Outline

Purchasing and Procurement functions are about much more than bringing goods and services into an organization. They are the foundation of strong, collaborative relationships with suppliers. Since many companies source products from around the globe more frequently than ever, a purchasing and procurement manager needs strong capabilities. These skills cannot just be learned on the job: they need to be taught.

Classroom training based on practical application on assignments/project after every session.

COURSE CONTENT

Definitions of Purchasing and Procurement

- What we mean by purchasing and procurement
- What constitutes 'best practice' and why it matters
- The difference between goods and services

Specifications and Stakeholder Engagement

- What a good specification for goods and services looks like
- Essential vs 'nice to have'
- The importance of defining quality and performance standards at an early stage
- Who needs to develop and contribute to the specification
- Important questions to ask when developing a specification

Supplier Selection

- How to research and prepare a list of suppliers
- Understanding EU procurement rules
- What RFIs, RFQs, RFPs, ITTs, framework agreements and e-auctions are, and how and when to use them
- Developing good selection criteria for choosing suppliers

An Introduction to Contract Terms and Conditions

- What is covered in terms and conditions
- Typical contract terms: force majeure, liquidated damages, express vs implied terms, conditions, warranties etc.
- How to ensure that your terms prevail

Supplier Management and Review

- Measuring supplier performance
- Preparing and running performance reviews
- Using a continuous improvement approach

Bringing it all back home

- Applying 'best practice' purchasing and procurement to your own situation
- Developing an action plan

Above is our standard course outline, please suggest if you would like to include also few topics during the training to make sure it covers all your requirements and make this course a customized course.

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