

Efficient Purchasing , Tendering & Vendor Selection

Establishing the Supplier Connection

Introduction

The goal of this five-day intensive training programme on Efficient Purchasing , Tendering & Vendor Selection is to deepen and broaden participants' comprehension of the critical role suppliers play in supplying exceptional customer service via an efficient supply chain.

In addition to learning how to analyse the components of a successful tender, participants will also learn how to evaluate the performance of both present and prospective suppliers.

Effective negotiations that benefit the organisation in the long run will also be covered in the course.

This Course N Carry Efficient Purchasing , Tendering & Vendor Selection training course's main highlights are:

- Organising Bidding
- Interaction and Bargaining
- Management of Suppliers
- Assessing Output

Objectives

The goal of this Efficient Purchasing, Tendering & Vendor Selection training course is to increase the delegates' knowledge and comprehension. Upon completion of the course, you will be able to:

- Determine and minimise procurement risk by creating a plan of action.
- By evaluating and measuring their performance, your current providers can perform better.
- Recognise and improve your supply chain Assign contracts based on performance indicators or other criteria
- Give a basic overview of the negotiation process.

Training Methodology

To optimise the learning process, this training programme will incorporate interactive presentations, case studies, participant activities, and exercises. The time allotted for delegate consideration and application of discussed abilities will be sufficient.

Theoretical and practical aspects of purchasing will be covered in this training course on Efficient Purchasing, Tendering & Vendor Selection.

Organizational impacts

The following will help the organisation:

- Boost the effectiveness of reputable suppliers
- Provide goods and services at a lower cost and with more value.
- Boost the department's purchasing profile
- Maintain cash within the organisation by engaging in more fruitful discussions
- Boost the purchasing function's personnel's professionalism
- Motivate change by recognising your present issues and shortcomings.

Personal Impact

Following this Course N Carry training session, participants will:

- Recognise the essential instruments for efficient purchasing
- Act with more assurance while interacting with suppliers.
- Improve internal relationship management
- Increased delivery of better negotiated results
- Measurement is a crucial instrument for promoting supplier improvement.
- Recognise the essential components of an organised tender.

Who should attend?

This training programme on Course N Carry Efficient Purchasing, Tendering & Vendor Selection is appropriate for:

- Experts in Purchasing
- Individuals tasked with formulating the specifications and assessing the performance of suppliers
- Individuals tasked with drafting and evaluating bids
- Individuals involved in supplier relationships or whose job requires them to negotiate with external agencies.

Course Outline

Day 1

What Function Does Purchasing Serve in the Company?

- Overview of Purchasing and Its Role in the Organisation
- The Cycle of Procurement and Purchasing Process
- Placing Purchasing in Relation to the Company's Vision, Mission, and Purchasing Value
- Where Can I Find Enhancement in Performance?

Day 2

Formulating the Purchase Strategy

- Creating Purchase Contracts
- The significance of participating in the specification-creation process
- Methodology for Supplier Selection
- Standards for Pre-qualifying Vendors: Merging the Vendor Selection Procedure

Day 3

Choosing the Best Supplier and Assessing Their Performance Preparing the Supplier to Fulfil Your Needs

- The Purchasing Process's Total Cost
- Value Analysis Cost Analysis
- Life Cycle Costing

Day 4

Needs for Tender Types

- Analysis of the Bid Process
- Electronic Commerce / E-auctions:
- A Objective Assessment of a Bid Payment Methods

Day 5

Contract negotiations and creating an improvement plan Purchasing Action

- What Constitutes Negotiation
- The Negotiation Process's Instruments