



Procurement & Supply Chain Operations

Advanced Purchasing Management, Tendering & Supplier Selection

Course Introduction

Purchasing is one of the most important functions for successful organisations. Selecting and applying the appropriate methodologies to ensure value for money, and high-quality delivery by suppliers, requires collaboration across all functions and a strong contractual underpinning of the supplier relationship. This requires a complete understanding of the needs of the organisations, and the capabilities in the supply market.

Target Audience

- Procurement Manager / Supervisor
- Procurement officer / assistant
- Purchase officer
- Vendor manager
- Supplier relationship officer
- Purchase coordinator
- International Buyer
- Category purchasing manager
- Supply chain officer- Procurements
- Logistics Professionals
- Distribution Managers
- Working in this field
- These who wants to start a career in this field

Learning Objectives

- Be more effective in managing Purchasing
- Development of appropriate strategies for delivering value
- Use appropriate methodologies for managing suppliers

- Use of tendering, negotiation and other techniques
- Enhance value obtained from suppliers
- How to measure and improve the performance of the Purchasing function
- Consider how the wider business environment effects procurement
- Consider the latest advances in Purchasing management

Course Outline

- **Day 01**

The Basis of Purchasing Management

Principles of Good Procurement

- Requirements and Specifications
- Spend mapping
- Supply Segmentation
- Contracts
- Price, cost and value

Principles of Good Management

- Strategy, vision
- Styles of management
- Objectives of Purchasing management
- Organisational structure

- **Day 02**

Sourcing and supplier management

- Appropriate sourcing techniques
- Tendering
- Open, Restricted, negotiated, competitive dialogue.
- PQQ – pre qualification questionnaires

- Tender evaluation
- Negotiation
- Electronic procurement
- E-auctions
- Assessing and allocating risk
- Identifying Risk
- Mitigating Risk
- Split supply arrangements
- Approved supplier lists and blacklists

• Day 03

Risks and opportunities in the supply market

- Supplier Management and Development
- Global sourcing
- Incoterms
- Supplier Evaluation
- Partnerships and alliances
- Force majeure clauses
- Supplier Development
- Local supplier development
- Corporate Social Responsibility
- Ethical and Environmentally responsible sourcing

• Day 04

Managing Project Suppliers

- Ensuring performance
- Getting back on track
- Total cost of ownership
- Managing Partnerships
- Appropriate opportunities for partnering and alliances
- Structure of partnerships
- Duration and end of partnership arrangements
- Managing non-critical suppliers
- Managing Service Suppliers
- Service Level Agreements
- Supplier non-conformance and corrective actions

• Day 05

Measuring Performance, leading change in Procurements

- Measuring Performance
- Key Performance Measures
- Financial Measures
- Leading Change
- Ensuring Cross functional collaboration
- Procurement marketing
- Promoting Purchasing to the organisation
- Change Management
- Critical path analysis
- Stakeholder analysis
- Action planning
- Programme highlights and final observations

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 1, 2025	June 5, 2025	5 days	4250.00 \$	Morocco - Marakesh
July 21, 2025	July 25, 2025	5 days	5950.00 \$	switzerland - Geneva
Dec. 7, 2025	Dec. 11, 2025	5 days	4250.00 \$	Qatar - El Doha