



Procurement & Supply Chain Operations

Certified International Procurement Professional (CIPP)

Course Introduction

This training program is designed to provide participants with the essential concepts on procurement and help participants become an International Procurement Professional.

This program will cover topics such as the key sourcing strategies and implementation steps; basic documentation, identifying suppliers, the tendering and negotiation process; using KPIs, supplier development and personality profiling.

This program will also explore the Best-in-Class Procurement techniques to ensure that maximum advantage can be gained from your Supply Chain and associated supply-base.

Target Audience

1. Procurement Officer
2. Purchasing Officer
3. Supply Chain Coordinator
4. Sourcing Specialist
5. Buyer
6. Contract Administrator
7. Vendor Coordinator
8. Logistics Coordinator
9. Inventory Planner
10. Procurement Analyst
11. Materials Coordinator

Learning Objectives

- Gain a comprehensive understanding of the modern trends in supply chain management.
- Establish a sustainable supplier relationship management practice in the organization.
- Discover and apply the Best-in-Class Procurement techniques.
- Enhance the process of selecting, developing and managing the supplier.
- Master the contract management process in procurement.

Course Outline

- **Day 01**

- Understanding the role of Procurement within the Organisation**

- Procurement's role in delivering the Organisations vision
 - The changing global landscape and the changing role of the CPO in the midst of tough, volatile new world

- Successfully Building, Developing and Managing the Procurement Function**

- The core focus areas of the procurement function
 - The procurement cycle and the role of the CPO in managing the cycle
 - The evolution from 'just a buyer' to CPO
 - The importance of building effective procurement processes
 - The key essentials and basic 'rights' of procurement
 - The importance of Employing the right people
 - The importance of Technology in Procurement

- The boundaryless organization and supplier coordination & integration: Why integrating your suppliers into your value chain is so important for the modern CPO (supply chain management as an organization-spanning activity)
- Turning the Supply Chain into a Value Chain Procurement Strategies for the Modern Supply Chain

Managing Cost not Price

- The Total Cost of Acquisition
- Lifecycle costing and the total cost of ownership
- Engineering Cost out of the Procurement Process

Personality Profiling Exercise

- Discovery Profiling Individual Exercise
- Understanding different personalities and their approach to Procurement
- Adapting our approach by understanding others drivers Identification of areas for self-development and understanding
- Building the right Procurement Team
- Practical Application: Delegates will individually complete a personality profiling questionnaire.

• Day 02

Commodity / Category based Procurement - What is it?

- Gathering, Categorizing and Managing Supplier Data Effectively

Spend Profiling: How to assess your companies spend.

- How to identify the organisation's overall expenditure
- How a proper and thorough spend analysis can work for you
- Profiling spends into supply market aligned categories
- Categorising the expenditure to a suitably granular level
- How to use market information to select categories
- Building and completing commodity maps
- How to analyse and identify key expenditure areas
- How to present complex data
- Using your Procurement Team most effectively and most appropriately based on your spend analysis and portfolio analysis (to save costs, improve quality & leverage best results for the organization/ company)

Existing Supplier Profiling: How to assess your company's existing Suppliers.

- Includes a real-life case study from a FTSE 100 company.
- Identifying Suppliers by Commodity / Category Building assessment tools for the objective and transparent profiling of Suppliers
- Understanding Assessment Categories
- Understanding Assessment Questions
- How to make the assessments objective and repeatable
- Obtaining buy-in and support from the wider organisation
- Comparison of Suppliers at a detailed and granular level
- Presenting large amounts of complex data in an easy-to-understand format

Supply Market Profiling: Developing a complete understanding of the supply market and knowledge of where the power lies.

- Understanding the Market Dynamics for the Commodity
- Using tools to help structured assessment of the Market;

- What risks occur in the supply chain from start to finish and how can we mitigate and control these risks?
- Leveraging supply market intelligence to mitigate and manage risk
- Supply chain risk management in a risky, volatile world
- Understanding supplier risk categories and how these risks can impact your organization and its performance (both positively or negatively)

Building High Level Commodity Strategies

- Identifying and documenting requirements for a commodity solution
- Identifying and managing priority requirements
- Strengths and weaknesses of global / low cost sourcing
- Mitigating risks in global / low cost sourcing
- Identifying and understanding the right distribution channels for different requirements

• Day 03

Identification of Suppliers for the Tender List: Selecting the right Suppliers for the tender.

- Includes a real life case study from a FTSE100 company.
- The supplier selection process Routes to identifying suppliers for commodities and services
- Leveraging the organisations knowledge
- Objective, structured and transparent assessment of suppliers (pre-qualification)
- Global vs. local supply – what to select and the key drivers
- Building a position of power when dealing with suppliers
- Building the right relationship with the supplier (supplier or partner)

The Tender Process

- The key elements of tendering
- Managing the tender process
- Building the ITB (Instructions to Bidders) documentation
- Putting the business into context for the supplier and 'selling' the buyer
- The key category areas for assessment
- Building the right assessment models to objectively score, understand and compare supplier submissions
- Providing unsuccessful suppliers with objective feedback to help them improve their business
- Maintaining competition during the bidding process

• Day 04

Pricing - Understanding, selecting and building the correct pricing model for the products or services being purchased.

- Understanding the difference between 'price' and 'cost' T.C.O – Total Cost of Ownership and lifecycle costing
- Identifying different areas in which to reduce cost, not just purchase price
- Understanding the different pricing methods including: cost plus; fixed; fixed and firm; schedules of rates
- Fixing prices to indices for long term arrangements
- Generating competition in the supply base
- Using global sourcing to gain competitive advantage
- Improving processes to reduce overall organisational costs
- Automating processes to allow the buyers to 'buy' not administer transactional processes
- Understanding the impact of inventory on the organisation
- Working with the supplier to manage inventory: VMI (Vendor Managed Inventory) and consignment stocking
- Identifying what adds 'value' and what adds 'cost' LEAN principles applied to procurement practices
- Using standardisation to reduce costs / variables
- Controlling costs on long term agreements
- Understanding INCOTERMS and selecting the best terms for the buyer

Key Performance Indicators and Appropriate SLA's

- Using KPI's, Key Performance Indicators, to manage suppliers' performance
- Using KPI's to manage the procurement function
- Using the S.M.A.R.T (Specific; Measurable; Aligned; Realistic; Time Bound) principles when building KPI's
- The impact of frequency on delivering improvements
- Using KPI's to form the basis of the regular supplier review meetings
- The importance of agreeing service levels prior to contract award

Negotiation - Building a position of strength for effective negotiation

- The key stages of negotiation: Scope, plan and conduct
- Defining the scope of the negotiation – seldom is this a mono issue
- Selecting the correct team for the negotiation
- Roles and responsibilities of the team during the negotiation
- Controlling the team in the heat of the negotiation
- The importance of planning for the negotiation
- Understanding internal and external influences
- Understanding the power of the supplier and buyer
- The bargaining zone and impact of strong negotiators
- Different approaches to negotiation
- Using effective questioning to gather data and force agreement
- Building the correct negotiating environment – aggressive vs. passive
- Key do's and don'ts when negotiating
- Achieving a successful close out to the negotiation and post negotiation follow up
- Closing the deal

• Day 05

Supply Chain Management Discussion - the importance of procurement to the success of the organisation as a whole

- The supply chain as a multi-faceted network of multiple upstream and downstream activities
- Procurement maturity within the organisation
- The difference between inward and outward facing roles
- Value generation within the organisation through the procurement function
- Using KPI's to manage and monitor the supply chain
- How to get the most from performance review meetings

Supplier Development Discussion - once the supply chain is performing optimally, supplier development will allow the organisation to further improve and develop

- Identifying and understanding the areas for investment
- The supplier's role and rewards in the process
- Value analysis and value engineering to remove non-value-added activity
- Improving the performance of the supply chain as a whole through metrics
- Motivating suppliers through awards and recognition

Personality Profiling - Group Feedback Session

- Presentation detailing the different personality profiles of the CIPP group
- How to deal / manage different people and personalities
- Building the right procurement team for your organisation

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 23, 2025	June 27, 2025	5 days	5950.00 \$	Switzerland - Zurich
Sept. 29, 2025	Oct. 3, 2025	5 days	4250.00 \$	UAE - Dubai
Oct. 27, 2025	Oct. 31, 2025	5 days	4250.00 \$	UAE - Abu Dhabi
Dec. 15, 2025	Dec. 19, 2025	5 days	4250.00 \$	UAE - Abu Dhabi