



Procurement & Supply Chain Operations

# **Purchasing Management and Cost Saving Techniques**

## Course Introduction

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Managing a purchasing department in the 21st century is a challenging task. In today's global economy, the purchasing function has become increasingly complex. This course will explore effective strategies for managing suppliers, even those located thousands of kilometers away, while ensuring real cost savings. Additionally, we will examine the role of the purchasing department within the broader supply chain and discuss best practices for managing it to successfully achieve key performance indicators (KPIs).

## Target Audience

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- Senior buyers
- purchasing supervisors
- purchasing managers and other managers who need to understand purchasing management.

## Learning Objectives

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- Define the strategic role of the purchasing department
- Perform accurate supplier evaluation
- Develop effective negotiation strategies with all suppliers
- Explain the importance of value analysis to purchasing
- Evaluate the performance of the department using proper Key Performance Indicators (KPIs)
- Improve the efficiency of the purchasing department

# Course Outline

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- **Day 01**

- **The strategic function of purchasing**

- Intro to Supply Chains
    - The link between the purchasing function and organizational strategy
    - Creating a purchasing mission statement
    - Matching the purchasing mission with the company's mission
    - Writing the department's objectives
    - Balancing quality, service and price
    - Evolution in Strategies for Purchasing

- **Supplier evaluation and negotiation**

- Negotiating with suppliers
    - Planning for negotiation
    - Negotiation tactics
    - Tendering process
    - Choosing the right suppliers

- **Day 02**

- **Value analysis**

- The value analysis approach
    - 16 key strategic questions to ask
    - How the 16 questions will reduce total cost
    - Commodity groups
    - Adding value as a purchasing manager

- **Managing and evaluating the department performance**

- Reasons for departmental performance appraisal
    - Managing other buyers
    - Continuous development for the buyers
    - Management by objectives
    - Key Performance Indicators for purchasing
    - Choosing the right KPIs for purchasing

- **Day 03**

- **Improving purchasing efficiency**

- Evaluating service to end users
    - Conducting the right surveys
    - Ethical behavior with suppliers, end users, and within department
    - Purchasing policies and procedures
    - Training the staff

# Confirmed Sessions

FROM	TO	DURATION	FEEs	LOCATION
June 23, 2025	June 25, 2025	3 days	3250.00 \$	UAE - Dubai
Sept. 29, 2025	Oct. 1, 2025	3 days	3250.00 \$	UAE - Dubai
Dec. 15, 2025	Dec. 19, 2025	5 days	3950.00 \$	Indonsia - Jakarta