

EFFECTIVE PURCHASING, TENDERING & SUPPLIER SELECTION



**LPM102
Logistic
Purchasing
Management**

COURSE TITLE

EFFECTIVE PURCHASING, TENDERING & SUPPLIER SELECTION

COURSE DATE/ VENUE

13 – 17 December 2019

Doha, Qatar

COURSE REFERENCE

LPM102

COURSE DURATION

05 Days

DISCIPLINE

Logistic Purchasing Management

COURSE INTRODUCTION

A five-day intensive program, for those who want to understand and implement the essential tools of Purchasing, Procurement and Buying. Participants will learn how to evaluate procedures and make needed changes to methods to improve customer service whilst achieving significant reductions in inventories; eliminate wasteful costs; avoid internal system problems that limit performance; obtain added value for money

COURSE OBJECTIVE

Upon successful completion of this course, the delegates will be able to:

- ✓ Discuss about Purchasing Organizations
- ✓ Recognize Purchasing Systems
- ✓ Identify Alternative Purchasing Methods
- ✓ Find Suppliers
- ✓ Define Specifications
- ✓ Discuss about Basics of e-procurement

- ✓ Discuss about Legal context for Purchasing
- ✓ Discuss about Negotiation
- ✓ Recognize the Role of Purchasing in the Organization
- ✓ Discuss about Expediting
- ✓ Discuss about Price, Cost and Value

COURSE AUDIENCE

This course has been designed to enhance the purchasing skills of buyers in business, government and the military. It is intended for buyers of all types of materials, equipment and services who seek to strengthen their personal abilities as well as the performance of their purchasing department.

COURSE CONTENT

DAY 1

Performance Purchasing

- Course Objectives
- Introduction to Purchasing and its contribution to the organization
- Key Concepts
- Purchasing Organizations
- The Procurement Cycle
- Purchasing Systems

DAY 2

Supplier Selection

- Specifications
- Working with End-users
- Supplier Evaluation Criteria
- Appropriate Supplier Methodologies
- Total Cost Approach

DAY 3

Tendering

- Form of Tendering
- Request for Information
- Request for Quotation/Invitation to Tender
- Tender Evaluation
- Negotiation
- Price Cost and Value

DAY 4

Legal Issues

- From Tender to Contract
- Supplier non-performance
- Expediting
- Terms and Conditions
- E-procurement fundamentals

DAY 5

Purchasing Performance

- Supplier Measurement
- Vendor Rating
- Action Planning
- Course Review and Evaluation

COURSE CERTIFICATE

TRAINIT ACADEMY will award an internationally recognized certificate(s) for each delegate on completion of training.

COURSE FEES

\$4,400 per Delegate. This rate includes participant's manual, Hand-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

COURSE METHODOLOGY

The training course will be highly participatory and the course leader will present, guide and facilitate learning, using a range of methods including formal presentation, discussions, sector-specific case studies and exercises. Above all, the course leader will make extensive use of real-life case examples in which he has been personally involved. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Case studies & Practical Exercises
- 10% Role Play
- 10% Videos, Software or Simulators (as applicable) & General Discussions

