



# Selecting the Right Supplier & Creating Effective Purchasing Processes

**Duration:** 5 Days

**Language:** en

**Course Code:** PO1-106

## Objective

Upon completion of this course, participants will be able to:

- Improve your current supplier performance.
- Assess a positive supplier relationship and how it can help you.
- Operate within business continuity procedures and eliminate risk.
  - Negotiate effective contracts to cover your supply chain.
- Develop weakness recognition techniques and tackle them head-on.
- Improve your communication style and achieve mutually beneficial supplier relationships.
  - Understand what a well-structured tender requires.
- Make supplier comparisons and select the right option for your business growth.
  - Increase the value of your products while reducing your outgoings.
  - Switch suppliers and understand your contractual obligations.

## Audience

This course is designed for anyone involved in the tendering or procurement process and who aims to set down clear processes and procedures for business continuity. It would be most beneficial for:

- Supply-chain Managers
- Directors
- Business Owners
- Project Planners
- Purchasing Personnel
- Contract Designers
- Negotiation Specialists
- Warehouse Management
- Operations Managers

## Training Methodology

This course uses various adult learning techniques to help procurement teams discover the best options for their supply chain. The course includes real-world case studies to understand what's possible regarding a supplier and role-playing activities to help supply-chain managers negotiate beneficial and long-term contracts.

## Summary

In all businesses, the suppliers that provide your products for sale, bring in technology and office equipment or supply your uniforms, cleaning supplies and health and safety equipment are essential to successful operational management and growth. Your business can't function without an effective supply chain. A good relationship with a trustworthy supplier that meets your requirements for product quality and delivers on time, with care, and within your budget is an absolute necessity. To find a supplier that maintains business continuity, you will need to set effective evaluation methods and understand negotiation techniques to get a contract in place that suits both parties and ensures the successful transfer of goods for the future.

## Course Content & Outline

### Section 1: The Role of Purchasing

- How purchasing contributes to organisational change and development.
  - The cycle of procurement.
  - What do effective purchasing tactics mean to you?
- Your vision and mission statement and how purchasing can affect this.
- Analysing your procurement methods and looking for continuous improvement.

## **Section 2: Your Business Strategy**

- Creating a fool-proof purchasing agreement.
- Your involvement in service specifications.
  - How to decide on a good supplier.
- Pre-qualifying suppliers and preferred supplier lists.
  - Your supplier selection process.

## **Section 3: Identifying the Right Suppliers**

- Agreeing contractual requirements.
- Your needs and how your supplier can meet them.
  - Your budget vs. costs.
  - Analysing your costs and benefits.
  - Obtaining value for money agreements.
- Supplier comparisons and question preparation.
- Asking about potential change implementation.

## **Section 4: Evaluating Supplier Performance**

- Lifecycle costing.
- Competitor analysis.
- Identifying performance gaps and looking for suitable amendments to processes.
  - Risk analysis and mitigation.
  - Creating a business continuity plan.

## **Section 5: Tendering and Bid Analysis**

- Payment methods.
- Preparing bids for analysis.
- Your process needs and requirements.
  - Types of tendering.
- E-auctions and electronic commerce options.
- Decision tree analysis for supplier change.

## **Section 6: Negotiation Techniques**

- Identifying pressure points.
- Negotiation tools.
- The phases of negotiation.
- Communication methods with different types of people.
- Generating mutually beneficial relationships.
- Reaching out for a better deal.
- The polite decline.

## **Section 7: Strategic Improvement Plans for the Future**

- Understanding where you want to go.
- Placing plans for change.
- Stability planning.
- Plan B suppliers.
- Selecting from a supplier list in an emergency.
- Exit strategies.

## **Certificate Description**

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

## **Categories**

Construction & Real Estate, Procurement, Warehouse, Logistics & Supply Chain

## Tags

Procurement, Supplier, Purchasing, supply, purchase

## Related Articles

### **Administrative Accounting: its Definition and Roles**

Embark on a journey into Administrative Accounting, a pivotal realm in financial management. Explore its significance, roles, and the path to a rewarding career. From strategic decision-making to career growth, discover the value Administrative Accountants bring to organisational success.

## YouTube Video

<https://www.youtube.com/embed/6crnbiOc-1c?si=LTfbbI5uPaRrkEVx>