



Purchasing and Procurement Basics

Select Your Learning Style

Facilitator-led 2 Day Program (Classroom) OR eLearning format (Self-paced)

Please refer to Pricing Page for cost per participant

Purchasing and procurement functions are about much more than bringing goods and services into an organization. They are the foundation of strong, collaborative relationships with suppliers. Since many companies source products from around the globe more frequently than ever, a procurement manager needs strong capabilities. These skills cannot just be learned on the job: they need to be taught. As well, the value of procurement is now recognized as an integral part of cost control within the organization. In this course, participants will learn the basics of procurement, including what a supply chain looks like, the purchasing cycle, essential tools and strategies for making the best purchasing relationships work, managing bids, and more.

What Will Participants Learn?

- ✓ Describe what a supply chain is
- ✓ Describe the procurement department's role within the organization
- ✓ Understand the principles of the purchasing cycle
- ✓ Apply the steps needed for managing a competitive bid process, from the request for proposals or qualifications through to negotiating the contract
- ✓ Know what it takes to set up a competitive bid for a contract
- ✓ Defend their position on why a particular supplier should be selected based on an evaluation strategy
- ✓ Be responsible for managing supplier performance, including controlling quality and setting and monitoring standards
- ✓ Apply the tools of the procurement trade, from PC-based applications to cloud-based solutions

What Topics are Covered?

- ✓ Supply Chain Management Basics
- ✓ The Purchasing Cycle
- ✓ Purchasing Toolkit
- ✓ Managing Competitive Bids
- ✓ Improving Efficiency and Accuracy
- ✓ Analyzing and Reducing Risk in the Supply Chain
- ✓ Managing Internal Relationships
- ✓ Tools of the Trade

What's Included in Your Learning Style?

- ✓ Self-paced eLearning OR
- ✓ Interactive class environment – Facilitator-Led
- ✓ Specialized course materials and resources
- ✓ Personalized certificate of completion

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