

# Purchasing Best Practices

**How should you tackle the challenges that your purchasing job entails?**

**What tools will help you manage the complete purchasing process?**

**How can you analyse your supplier markets and anticipate the inherent risks?**

## Who can benefit:

- Anyone in purchasing (production and non-production): purchasing managers, lead buyers, commodity buyers, project buyers, site buyers, etc
- Those responsible for purchasing (project managers, plant directors, etc)

## If you want to...

- **Analyse** your purchasing portfolio and the related stakes
- **Structure** and define specifications
- **Survey** the market to identify which suppliers to approach in order to set price objectives
- **Understand** cost drivers and total cost of ownership
- **Develop** a purchasing strategy and identify the right levers to strengthen your position with suppliers
- **Carry out** an RFQ and analyse the tenders
- **Understand** contract clauses in order to reduce legal risks
- **Manage** suppliers via performance indicators

**...Then this course is for you.**

**By the end of this course, you will see...**

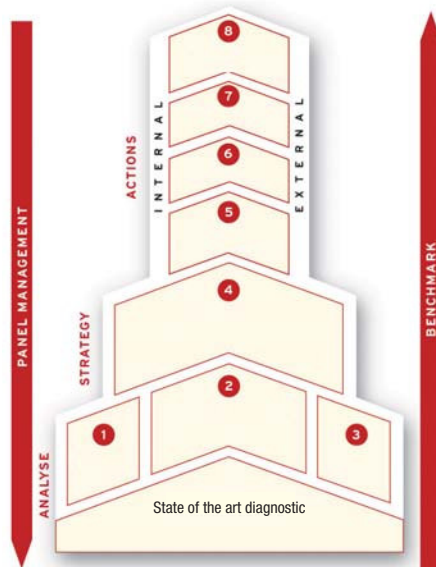
### ■ Tangible benefits for you:

- Master the main steps of successful purchasing
- Anticipate and manage the risks inherent in purchasing projects
- Assemble an operations toolkit
- Access best practice

### ■ Tangible benefits for your company:

- Enhance purchasing skills in your organisation
- Standardise practices across your purchasing teams
- Unite teams around purchasing best practices
- Develop a purchasing community and network
- Encourage smoother teamwork between internal functions and suppliers

## The purchasing rocket: an eight-step process



### ANALYSE :

- 1) Identifying the need
- 2) Analysing the supplier market
- 3) Analysing costs

### STRATEGY:

- 4) Building a purchasing strategy

### ACTIONS:

- 5) Tendering and analysing offers
- 6) Negotiating
- 7) Contracting
- 8) Monitoring performance

Carry through a true-to-life corporate purchase process, based on case studies

### Analyse market and supplier risks

- > Plot out a Porter matrix
- > Draw up a supplier questionnaire

### Attain your cost-cutting targets

- > Be able to read and use the data in a financial report
- > Draw up a cost model setting out the relationship between cost elements and cost drivers

### Draw up a purchasing strategy

- > Identify and select the levers best suited to achieving your strategic purchasing objectives



## Your training path



### Five 30' e-learning modules >>



#### The purchasing process

- Assessing the purchasing stakes for the company.
- Understanding the purchasing process.
- Identifying the key players in the purchasing process.
- Analysing your purchasing portfolio.



#### Purchasing project: needs analysis

- Assessing a purchasing project's technical file.
- Performing a precise and well-structured analysis of a technical file.
- Developing your listening skills.
- Using quantitative and financial data in your analysis.
- Optimising specifications.



#### Purchasing project: supplier market analysis

- Gathering relevant information.
- Analysing market forces.
- Applying the nine-point supplier risk assessment.
- Communicating recommendations to internal players effectively.



#### Purchasing project: cost analysis

- Calculating the Total Cost of Ownership (TCO).
- Understanding the mechanics of pricing.
- Defining a cost model based on cost drivers.



#### Purchasing strategies

- Defining a purchasing strategy.
- Using a key factor analysis model: the SWOT matrix.
- Analysing purchasing risks.
- Identifying appropriate strategic levers.
- Defining strategic purchasing action plans.

### >> Three-day classroom course >>

#### 1\_ Integrated purchasing process

- Introduction
- Mastering the eight steps of successful purchasing
- Division of responsibilities in the purchasing process
- A project-driven process
- Product scope and expenditure

#### 2\_ Identifying needs

- The importance of specifications
- Analysing needs
- Assessing needs

#### 3\_ Analysing the supplier market

- Conducting a survey of the supplier market
- Analysing suppliers on their market

#### 4\_ Analysing costs

- Cost and price
- Cost models

#### 5\_ Building a purchasing strategy

- Definition.
- Expected results of a purchasing strategy.

#### 6\_ Tendering and analysing offers

- The tendering process
- Analysing and comparing offers

#### 7\_ Negotiating

- What is a negotiation?
- Construction phases
- Contact phase
- Understanding
- Phase for convincing your supplier
- Conclusion phase
- Consolidating

#### 8\_ Selecting the supplier and defining the contract

- Appointing the supplier
- The contract
- How to conclude the contract
- The main clauses of a contract

#### 9\_ Monitoring supplier performance

- Supplier performance
- Defining and communicating supplier performance indicators
- Monitoring your supplier's key performance indicators
- Supplier panel management

### Personalised support throughout your course

- > At each stage of the course, you will receive an Outlook invitation and an email reminder
- > You can track your progress through the course on the web platform
- > A technical hotline is available 9am-6pm weekdays to make sure your course runs smoothly
- > As an optional extra, a tutor can provide coaching at your workplace before and after the classroom training