

Advanced Purchasing

| Category | Description | Content | Proposed Training Dates |
|----------------------------|---------------------------------|--|-------------------------|
| Advanced Purchasing | Purchase Process | Learn about purchasing with the purpose of continually removing costs from your supply chain <ul style="list-style-type: none"> • Learn about critical supply principles such as inventory management • Training on how to better manage your suppliers • Enhance the skills required for good supplier relationships • Know your suppliers, address issues of business continuity and contingency planning when suppliers fail • Improve your negotiating skills • Understanding and training on applying the criteria (price, delivery, quality) to rate suppliers • Training on purchase requisitions and establishing management approval rules • Create and maintain purchasing policies and ensure corporate adherence | |
| | Key Supplier Information | <ul style="list-style-type: none"> • Understand what information is required and learn the skills to effectively manage your supplier relationships • Learn communication skills to be able to share information within and across company departments • Develop the skills to effectively manage and revise purchased items and alternate suppliers | |
| | Daily Purchasing | <ul style="list-style-type: none"> • Develop the skills necessary to manage purchasing on a daily basis • Develop the skills to manage multiple suppliers at once • Develop the necessary skills to negotiate product purchases • Learn to monitor the market for any changes that affect availability and price • Create and communicate daily purchasing information | |

| | | |
|---|--|--|
| | <ul style="list-style-type: none"> Acquire sufficient knowledge and skill to be able to invoice, negotiate payment terms, write service level agreements, and manage product returns from suppliers Develop the skill to effectively communicate with the accounting, manufacturing and stock departments | |
| Paper Work | <ul style="list-style-type: none"> Develop the skills identify key purchasing performance metrics and routines Develop the skills to communicate this information to management, staff and suppliers | |
| Supplier Reporting and Business Intelligence | <ul style="list-style-type: none"> Learn the importance of and skills to be able to share and analyse supplier information across all departments in the company Understand the importance of and be able to use and analyse supplier pricing, quality and on time delivery performance Develop the skills necessary to use purchasing analytics to make information driven decisions | |
| Team Collaboration | <ul style="list-style-type: none"> Training on the skills necessary to share purchasing information among stakeholders (purchasing, accounting, manufacturing and stock departments) to ensure better decision making Communicate and collaborate on materials and suppliers with stakeholders for better knowledge sharing Develop the skills to empower purchasing professionals by providing real time status and performance indicators | |
| | | |

Sessions: 5+

Frequency: Twice a week recommended

Hours: 10+

Instructors: Shubhang Vayeda, Das Karia, Yazan Alamaireh, Ishu Singh

Course Capacity: 1-10 attendees recommended

Cost: \$225-275/hr. Prices are subject to change.