

Purchasing Best Practices

Target audience

- Anyone in purchasing (production and non-production): purchasing managers, lead buyers, commodity buyers, project buyers, site buyers, etc

Pre-requisites

- There are no pre-requisites for this course

Objectives

- Master every stage of the purchasing process
- Take advantage of the best purchasing practices and tools
- Manage relationships with the different customer representatives
- Anticipate and manage purchasing risks

On-the-job benefits

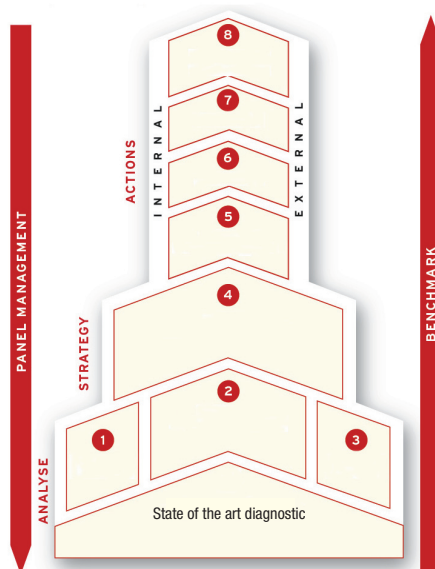
- Access best practice
- Limit the risks inherent in purchasing
- Develop reliable relationships with suppliers
- Control costs
- Know how to sell the added value of the function

Benefits for the company

- Improve the professionalism of your buyers
- Standardise practices across your purchasing teams
- Unite teams around purchasing best practices
- Develop a purchasing community and network
- Encourage smoother teamwork between internal functions

Special features of this course

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

Look at the three areas of analysis from a fresh perspective:

- > Analyse your competitive environment using Porter's model
- > Make every buyer's dream come true by learning to calculate your "target price" using the Cost Model
- > Review the way in which you describe a need by optimising the buyer-seller pair

Programme



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.

+ Two-day classroom course

1 Integrated purchasing process

- Mastering the eight steps of successful purchasing
- Division of responsibilities
- Analysing expenditure

2 Identifying needs

- Analysing needs
- Working with requesters
- Challenging needs

3 Analysing the supplier market

- Analysing competition in the supplier market
- Analysing suppliers on their market

4 Sourcing

- Risk analysis
- Selecting suppliers

5 Analysing costs

- Pricing policy
- Cost models
- TCO: Total Cost of Ownership

6 Purchasing strategy

- Levers
- Designing and presenting your purchasing strategy

7 Negotiating

- Laying the groundwork for success

8 Monitoring supplier performance

- Managing the relationship with key suppliers
- Defining performance indicators
- Creating your scorecard

Key points

- > Assessments both before and after the course
- > E-learning modules accessible for 1 year
- > Personalised support throughout your course