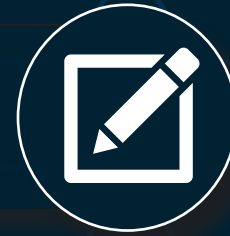


Purchasing and Vendor Management



Understand the Basics of the Purchasing Process & Develop Strong Vendor Relationships.

At its most basic, purchasing is a transaction involving a buyer and seller. However, it is not as simple as it sounds. It requires execution on multiple fronts such as technical, commercial, legal, WHS, interpersonal and managerial.

In the complex world in which we live, it is essential that individuals with a working knowledge of purchasing and procurement processes are on hand to ensure the process is performed effectively and efficiently to the benefit of all players in the supply chain.

Purchasing and Vendor Management will introduce you to the complexities of supply chain management and help you to understand the basics of the purchasing process and develop strong vendor relationships. You'll also learn about the competitive bidding process, how to manage supplier performance, risk management techniques, and ways to build relationships.

Topics covered include:

- An overview of the supply chain and the principles of the purchasing cycle
- Making Buy or Build Decisions
- Supplier Sourcing and Evaluation
- Work Breakdown and Resource Calendar
- Types of Procurement Contracts
- Contract Terms and Documents
- Delivery Terms and chain of responsibility (CoR) obligations
- Procurement Activities and Documents
- Basics of Dispute Resolution
- Earned Value Management
- Risk Management

Designed for?

- Entrepreneurs and business owners who directly engage in the procurement process.
- Managers, engineers who assist procurement managers in operations.
- Project managers, engineers and others supporting procurement in projects.
- An ideal group size is 6 – 15 participants.

Key Learning Outcomes

- ✓ Define what a supply chain is.
Learn the principles of the purchasing cycle.
- ✓ How to make the buy or build decision.
- ✓ Developing criteria for supplier evaluation and create a process of successfully managing a competitive bid.
- ✓ Developing the work breakdown structure and resource calendar.
- ✓ Understand the different types of contracts and identifying the most appropriate one for your business or project needs.
- ✓ How to objectively choose a supplier based on a solid evaluation strategy.
- ✓ Identify the various roles and responsibilities in the Chain of Responsibility and the penalties for non-compliance.
- ✓ Identify and implement the most suitable procurement processes for your organisation or project.
- ✓ Understand the process for dispute resolution in procurement.
- ✓ Calculate earned value.
- ✓ Undertake procurement risk management processes.

Live Face to Face, Virtual or Hybrid



Power Sessions



Half-Day



1-Day



2-Day



Coaching

Contact Us

☎ 1300 762 461

✉ info@calcorporatesolutions.com.au

🌐 calcorporatesolutions.com.au