

The Basics of Purchasing and Procurement



How to Make Better Purchasing Decisions.

- Has your company grown to the point where purchasing takes up a significant component of your time?
- Do you wonder if you could make better purchasing decisions?

Purchasing and procurement is all about acquiring the right product of the right quality, in the right quantity, from the right source, at the right time, and at the right price.

If you are looking for best practice methods to understand and formalise the purchasing and procurement process, then this course will be exactly on the money for you!

The Basics of Purchasing and Procurement will introduce you to the foundational principles of purchasing and procurement. It will also provide you with an overview of the supply chain and the skills needed to efficiently and effectively make sound purchasing decisions.

You will receive an introduction to the supply chain, the purchasing cycle, and basic purchasing tools. You will also learn about the competitive bidding process, how to manage supplier performance, risk management techniques, and ways to build relationships. Finally, you will complete the course with the skills needed to implement a purchasing strategy that includes supply chain functions and building strong, collaborative relationships. This is applicable both within and outside of the organisation.

If you need to be smarter about the way your purchase and/or procure the goods and services you need then this workshop is for you.

Designed for?

- Operations and general managers, project managers, owners and team leaders.
- Anyone who needs to make more strategic and financially sound purchasing decisions.
- An ideal group size is 6 – 15 participants.

Key Learning Outcomes

- ✓ Define what a supply chain is.
- ✓ Identify your procurement department's role within the organisation.
- ✓ Learn the principles of the purchasing cycle.
- ✓ Create a process for successfully managing a competitive bid, starting with the request for proposals through to negotiating the Contract.
- ✓ Create a competitive bid for a contract. Objectively choose a supplier based on a solid evaluation strategy.
- ✓ Understand the processes involved and the skills needed to manage supplier performance, maintain quality, and implement monitoring standards.
- ✓ Utilise technology solutions for purchasing and procurement.
- ✓ Raise your organisation's efficiency, productivity and ROI through effective purchasing 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