Training Title

ADVANCED PURCHASING & COST SAVING TECHNIQUES

Training Duration
5 days

Training Venue and Dates

REF SL060	Advanced Purchasing & Cost Saving Techniques	5	23-27 Sep	$4,250	Dubai, UAE

In any of the 5 star hotels. The exact venue will be informed once finalized.

Training Fees

- **4,250 US$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Buffet Lunch.**

Training Certificate
Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

TRAINING INTRODUCTION & DESCRIPTION
Managing the purchasing department of the 21st Century is not an easy task. Today's global economy makes the purchasing function increasingly complicated. In this course, we will explore how to manage the various suppliers that may be located thousands of kilometers from your plant while achieving real cost savings. Furthermore, we will discover how the purchasing department fits in the overall function of the supply chain operation. Lastly, we will cover how the purchasing department should be managed properly to achieve all of its Key Performance Indicators (KPIs)

TRAINING OBJECTIVES
Upon the successful completion of this course, each participant will be able to:-

1. **Understand the different levels of procurement decision making**
2. **Understand the different procurement procedures and processes**
3. **Understanding the different assessment tools in selecting suppliers, contract types, agreement terms and performance management.**
4. **Understanding the procurement management best practices**
5. **Understanding the supplier selection criteria**

WHO SHOULD ATTEND?
This course is important for managers, supervisors, executives and team leaders in all vocational operation areas within the organization, such as financial sector, production sector and supply chain, purchasing, importation planning sectors.

TRAINING METHODOLOGY:
A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising

the most relevant questions, and motivate everybody find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

Very useful Course Materials will be given.

- **30% Lectures**
- **30% Workshops and work presentation**
- **20% Group Work& Practical Exercises**
- **20% Videos& General Discussions**

DAILY OUTLINE

Day 1
Procurement and Purchasing Strategies

1. **Supply Chain and Supplier Relationship Management**
2. **Supply Positioning and Kraljic grid for Purchasing Decision making**
3. **Supply Chain Vertical Integration**
4. **Supplier Development Strategies – The 8 steps approach**

Day2

Sourcing and cost saving principles

1. **Procurement management**
2. **Purchasing Cycle, Procurement Processes and Procurement Methods**
3. **Sourcing and Bidding**
4. **Pareto Analysis and sourcing methodology**
5. **Out-Sourcing matrix**

Day 3

Overview of Contracting and Tendering
1. **Definition of a Contract**
2. **Purpose of Contracting**
3. **Stages in Contacting**
4. **Preparation**
5. **Tendering**
6. **Award and Administration**
7. **Problems in Tendering**
8. **Description of Applicable Procedures**

Day 4

Overview of Cost Analysis

1. Supplier Selection criteria
2. Financial assessment of Payment terms
3. The Landed cost concept
4. The TCO concept

Day 5 – Price and Cost Analysis

1. Differences in applying Price and Cost Analysis
2. Techniques of Price Analysis
3. Influence of Market Economics
4. Methods of Cost Analysis
5. Case study on Cost analysis

Case Studies, Pre & Post Tests, Group Discussions, Last day review will be carried out.

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