MERCURY

Effective Purchasing, Tendering & Supplier Selection Course

4 – 8 January 2027
Vienna (Austria)



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Effective Purchasing, Tendering & Supplier Selection Course

Ref: 4036_1081139 **Date:** 4 – 8 January 2027 **Location:** Vienna (Austria) **Fees:** 5900 Euro

Introduction:

This effective purchasing and supplier selection management course aims to develop a comprehensive understanding of the critical role of effective purchasing, tendering, and supplier selection in delivering customer satisfaction through an efficient supply chain.

Participants in the Effective Purchase and Supplier Selection Management course will gain insight into the advantages of effective purchasing and how to apply effective purchasing practices. It will explore purchasing management courses alongside strategies for procurement supplier selection.

This effective purchasing and supplier selection management course provides participants with various skills and insights necessary for effective purchasing, tendering, and supplier selection. It is catered to professionals seeking purchasing and supplier selection management courses. With an emphasis on practical application, attendees will emerge with the knowledge and tools required for efficient management supplier selection and enhanced purchasing strategies.

Enhance your skills and knowledge with our comprehensive purchasing management course. It is perfect for anyone looking to purchase a course near them. The effective purchasing and supplier selection management course aims to cover everything from basic purchasing practices to expert supplier selection in procurement.

Targeted Groups:

- Purchasing professionals.
- Those involved in defining the specification and evaluating supplier performance.
- Those involved in preparing and analyzing bids.
- Those with an involvement in supplier relationships.
- Those whose role involves negotiation with outside agencies.

Course Objectives:

By the end of this effective purchasing and supplier selection management course, participants will be able to:

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- Identify and reduce procurement risks by developing a robust action plan.
- Enable enhanced performance from suppliers through structured evaluation and performance measurement.
- Understand and strengthen your supply chain.
- Strengthen the supply chain for more resilient operations.
- Fortify operating relationships within the organization.
- Uphold contracts based on measured performance and established criteria.
- Gain a working understanding of the negotiation process.
- Understand the essential tools of effective purchasing and its importance.
- Engage with suppliers confidently and manage supplier relationships effectively.
- Secure improved negotiated outcomes beneficial to the organization.
- Leverage performance measurement as a crucial tool for driving supplier improvement.
- Comprehend the key components of a well-structured tender.

Targeted Competencies:

At the end of this effective purchasing and supplier selection management course, the target competencies will be able to improve the following:

- Planning.
- Tendering.
- Negotiation.
- Supplier management.
- Measuring performance.
- Communication.

Course Content:

Unit 1: The Role of Purchasing in the Company:

- The impact of purchasing on the organization's success.
- Exploring the purpose of a business in the context of purchasing.
- Navigating the challenges of acting as a mediator between stakeholders.
- Understanding the purchasing process and the procurement cycle.
- Positioning the purchasing function strategically within the company.
- Defining the vision, mission, and values of the purchasing department.
- Structuring the purchasing department for optimal performance.
- Identifying areas for performance improvement in purchasing practices.

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Unit 2: Developing the Purchasing Strategy:

- Engaging with internal customers to meet organizational needs.
- The importance of developing effective purchase agreements.
- Involvement in specifying requirements and choosing purchasing courses near you.
- Supplier selection methodology and management of supplier selection.
- Criteria for pre-qualifying suppliers and ensuring they align with organizational goals.
- Integrating supplier selection into the procurement process.
- Leveraging market position to meet organizational needs effectively.
- Quality management systems, such as ISO 9000, play a role in purchasing.

Unit 3: Selecting The Right Supplier and Evaluating Performance:

- Tailoring supplier capabilities to fulfil specific organizational requirements.
- Adopting a total cost approach to purchasing and understanding the importance of supplier selection.
- Analyzing costs.
- Analyzing value propositions in purchasing.
- Unearthing hidden costs and how they affect purchasing decisions.
- Implementing life cycle costing techniques.
- Utilizing price indices to make informed purchasing decisions.
- Systematizing performance evaluation to ensure supplier compliance and effectiveness.

Unit 4: Tendering and Analyzing The Bid:

- Understanding specific process needs and the tendering process.
- Differentiating between types of tenders.
- Electronic commerce and e-auctions
- Objectively evaluating bids to select the most advantageous offers.
- Navigating terms and conditions of contracts to protect organizational interests.
- Implementing standard contract clauses for clarity and legal compliance.
- Selecting appropriate methods of payment to suit organizational cash flows.
- Expediting agreements and dealing with potential contractor non-performance issues.
- What if the contractor fails to deliver the legal issues?

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Unit 5: Negotiating the Contract and Preparing a Plan of Improvement Action for Purchasing:

- Defining the scope and techniques of negotiation within supplier management.
- Identifying obstacles to effective negotiation and how to overcome them.
- Understand different negotiation styles and select the most appropriate.
- Employing the right tools throughout the negotiation process.
- Navigating through different phases of a negotiation successfully.
- Establishing do's and do n'ts during negotiation is necessary to achieve desired outcomes.
- Focusing on key areas of world-class performance.
- Evaluating performance gaps and developing improvement action plans for purchasing departments.