Purchasing Department Management and Control Course

2 – 13 May 2027
Amman (Jordan)

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Purchasing Department Management and Control Course

Ref: 4078_279346 **Date:** 2 – 13 May 2027 **Location:** Amman (Jordan) **Fees:** 5500 Euro

Purchasing Department Management and Control Course is a 2-week advanced course for heads of purchasing, section leaders and senior buyers who run a buying team and answer for its spend and controls. You redesign the procure-to-pay process, set policies and approval limits, organize and coach the team, measure vendor and department performance, and you take back a Purchasing Function Control Plan. Mercury Training Center delivers this purchasing department management course.

About This Course

Many purchasing departments grow by adding buyers and forms, not by improving the process, so approvals slow down, maverick spend rises and nobody can show the department's value. To follow the course you should already lead buyers or own part of the purchase-to-pay cycle. You practice on process maps, policies and spend data.

Who It Is For

- Department heads who own purchasing policy, budget and results.
- Section leaders who supervise buyers and approve purchase orders.
- Senior buyers moving into a team leadership role.
- Finance and audit staff who review purchasing controls and payments.
- Logistics and stores staff who coordinate imports, inventory and receipts with buyers.

This course is not for buyers who want to sharpen their individual sourcing and buyer role in one week, who are better served by a shorter buyer development course, nor for senior executives setting company-wide supply strategy, who suit a strategic supply chain leadership course.

Competencies You Will Build

- Process Control: you map the procure-to-pay cycle and remove delays, duplicates and control gaps.
- Policy Setting: you write purchasing policies, delegation of authority and approval limits that staff follow.
- Team Leadership: you organize, coach and motivate buyers and resolve team conflict.
- Performance Measurement: you set department KPIs and vendor scorecards and report them monthly.
- Cross-Border Sourcing: you evaluate overseas vendors, landed cost, currency exposure and Incoterms choices.
- Commercial Agreements: you prepare and agree purchase contracts with pricing formulas and dispute clauses.

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What You Will Be Able to Do

By the end of the course you will be able to:

- From a current process map, redesign the requisition-to-payment flow with clear controls and cycle-time targets.
- Given an organization chart and workload data, restructure the buying team and assign categories.
- Using spend and vendor data, build a department dashboard of savings, compliance and delivery KPIs.
- From an overseas quotation, calculate total landed cost and choose the Incoterms rule.
- Given a long-term supply need, draft a price adjustment formula and key contract clauses.
- Using a SWOT analysis, write a one-year department plan with targets and resources.

Course Content

Day 1: Role of the Purchasing Function

- Purchasing's Place in the Organization and Its Value Contribution
- Department Structure: Centralized, Decentralized and Hybrid Models
- Modern Buying Practices and E-Procurement Tools
- Globalization and Its Effect on Purchasing Departments
- Ethics, Conflicts of Interest and a Code of Conduct for Buyers

Day 2: Procure-to-Pay Process and Policy

- Procure-to-Pay Mapping From Requisition to Payment
- Purchasing Policy Manual and Delegation of Authority
- Approval Limits, Three-Way Match and Payment Controls
- Maverick Spend Detection and Compliance Checks
- Re-Engineering Purchasing Operations to Cut Cycle Time

Day 3: Leading the Buying Team

- Socio-Technical Management of a Purchasing Team
- Communication, Coaching and Motivation for Buyers
- Empowerment and Delegation Within Approval Rules
- Effective and Ineffective Team Characteristics and Conflict Handling
- Working With Remote and Virtual Team Members

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Day 4: Department Planning

- Strategic Planning Process for a Purchasing Department
- SWOT Analysis of Purchasing Capability
- Vision, Mission and Annual Targets for the Function
- Contingency Planning for Supply Disruptions
- Purchase Planning and Budget Forecasting

Day 5: Measuring Department and Vendor Performance

- Department KPIs: Savings, Cycle Time, Compliance and Delivery
- Vendor Scorecards and Performance Reviews
- Benchmarking Against Business Excellence Models
- Continuous Improvement and Employee Commitment
- Monthly Reporting to Senior Management

Day 6: Pricing and Cost Control

- Methods for Determining Price: Quotations, Tenders and Cost Analysis
- Long-Term Contract Pricing and Price Adjustment Formulas
- Learning Curve Effects on Repeat Purchases
- Inventory Cost Reduction and Stock Policy Coordination
- Quality Assurance of Material Deliveries

Day 7: Cross-Border Vendors

- Moving Beyond Domestic Sourcing: Readiness Checks
- Locating and Evaluating Overseas Vendors
- Single Versus Multiple Sourcing Policy
- Exchange Rate Exposure and Payment Terms
- Counter-Trade Arrangements and Their Risks

Day 8: Contracts and Bargaining

- Preparing and Conducting Purchase Negotiations
- Vendor Partnering and Long-Term Agreements
- Legal Aspects of Cross-Border Purchases
- Drafting Purchase Contract Clauses
- Dispute Resolution Mechanisms in Supply Contracts

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Day 9: Moving Goods and Landed Cost

- Incoterms Rules and the Transfer of Cost and Risk
- Buying Freight Services by Air and Sea
- Marine Cargo Insurance for Imports
- Total Landed Cost Calculation
- Customs Clearance Coordination With Logistics

Day 10: Practice Building the Purchasing Function Control Plan

- Exercise: Procure-to-Pay Redesign for a Slow Approval Chain
- Exercise: Team Restructure and Category Assignment
- Exercise: Landed Cost and Incoterms Choice for an Import
- Exercise: Department KPI Dashboard and Briefing
- Completing the Purchasing Function Control Plan for Your Department

Case Studies and Exercises

These are suggested activities.

- Case study: a hospital's purchase orders wait weeks for approval while urgent items are bought outside the system; you redesign approval limits and controls.
- Case study: a manufacturing plant imports spare parts from several overseas vendors with frequent late deliveries; you compare landed cost and choose a sourcing policy.
- Exercise: a construction contractor's buying team handles all categories without ownership; you restructure roles and set KPIs.
- Exercise: a utility signs a multi-year supply contract for cables; you draft the price adjustment formula and dispute clause.

What You Take Back

The Purchasing Function Control Plan is the plan you complete for your own department during the course. In your first month back, you use it to agree approval limits with finance, launch the KPI dashboard and start the process changes with the highest savings.

- A redesigned procure-to-pay map with controls.
- A purchasing policy outline and delegation of authority.
- A team structure with category ownership.
- A KPI dashboard and one-year department plan.

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Quick Answers FAQ

What should I know before purchasing department management training?

You should already lead buyers, approve purchase orders or own part of the procure-to-pay cycle. Bring your current policy, process map or KPI report if you can, since much of the work uses them.

How does purchasing department management training differ from a strategic buyer course?

It is for those who run the department: process, policy, controls, team and performance over two weeks. Strategic buyer courses spend one week on the individual buyer's sourcing and negotiation role.

What is procure-to-pay in purchasing management?

Procure-to-pay is the full cycle from a purchase requisition through sourcing, ordering, receipt and invoice matching to payment. Managing it as one process cuts delays, duplicate payments and spend outside agreed contracts.

What do I take back from the Purchasing Department Management and Control Course?

You take back the Purchasing Function Control Plan: a procure-to-pay map with controls, a policy outline and delegation of authority, a team structure and a KPI dashboard with a department plan.

For Your Manager

After the course, the team member can redesign the procure-to-pay process, set purchasing policy and approval limits, lead and organize buyers and report department and vendor performance. They return with a Purchasing Function Control Plan, first used to agree approval limits with finance and launch the department KPI dashboard.