

SSM 26 – SUPPLIER SELECTION PROCESS

This intensive programme is for those who want to understand and implement the essential tools of Purchasing, Procurement and Buying. Participants will learn how to evaluate procedures and make needed changes to methods to improve customer service whilst achieving significant reductions in inventories; eliminate wasteful costs; avoid internal system problems that limit performance; obtain added value for money.

This programme combines interactive presentations, case studies, participant activities and exercises to maximise the impact of the learning experience. Participants will have ample time to consider the ideas and apply the skills discussed. The Seminar will cover both practical and theoretical aspects of Purchasing.

WHO SHOULD ATTEND?

This seminar has been designed to enhance the purchasing skills of buyers in business, government and the military. It is intended for buyers of all types of materials, equipment and services who seek to strengthen their personal abilities as well as the performance of their purchasing department.

PROGRAMME CONTENTS

Session 1: Performance Purchasing

- Introduction to Purchasing and its contribution to the organisation
- Key Concepts
- Purchasing Organisations
- The Procurement Cycle
- Purchasing Systems

Session 2: Supplier Selection

- Specifications
- Working with End-users
- Supplier Evaluation Criteria
- Appropriate Supplier Methodologies
- Total Cost Approach

Session 3: Tendering

- Form of Tendering
- Request for Information
- Request for Quotation/Invitation to Tender
- Tender Evaluation
- Negotiation
- Price Cost and Value

Session 4: Legal Issues

- From Tender to Contract
- Supplier non-performance
- Expediting
- Terms and Conditions
- E-procurement fundamentals

Session 5: Purchasing Performance

- Supplier Measurement
- Vendor Rating
- Action Planning
- Course Review and Evaluation