

# Keys to the Purchasing Function

Hands-on course of 2 days - 14h

Ref.: ACH - Price 2024: CHF1 530 (excl. taxes)

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Understand the challenge of the purchasing function within the company

Define accurate needs and write the specifications

Identify and select the right suppliers

Master negotiations

Know the essential contractual clauses

Manage performance

## HANDS-ON WORK

Hands-on exercises and case studies that enable optimal uptake of the main purchasing tools and methods.

## THE PROGRAMME

last updated: 06/2022

### 1) Purchasing function and purchaser skills

- Situating the purchasing function within the company.
- Discovering the purchasing mission and its impacts on profitability.
- Understanding the purchaser's role and challenges and risks that person faces.
- Identifying the purchaser's skills: Knowledge, hard skills, soft skills.
- Setting up the 5 steps of the purchasing approach.

*Role-playing* : Discovering the different dimensions of the purchasing function.

### 2) Step 1: Defining and analyzing the need

- Classifying and segmenting the various purchases.
- Identifying the characteristics to be analyzed.
- Identifying challenges and risks.
- Defining accurate needs with the procurement matrix.
- Express the need: Use technical specifications or functional specifications.

*Hands-on work* : Build a Pareto chart and classify product families. Write technical/functional specifications for purchasing a common product.

### 3) Step 2: Identifying and selecting suppliers

- Understanding the dynamics of a market with Porter's forces.
- Identifying the right supplier: The funnel principle.
- Collecting and analyzing information: RFI, RFP, RFQ.
- Analyzing and selecting suppliers: The most important criteria.
- Implementing effective sourcing to find new suppliers.

*Case study* : Building a preselection questionnaire for two companies that have the same need but different purchasing policies.

### 4) Step 3: Perusing and analyzing the bids

- Knowing the contents of a consultation and an RFP.
- Building bid analysis tools.
- Thinking in terms of total cost.

*Hands-on work* : Creating awaited analysis grid for purchasing a product.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

#### 5) Step 4: Negotiating

- Implementing the negotiation process.
- Establishing the interest/power matrix and determining your strategy.
- Setting goals and preparing your arguments.
- Mastering the steps of the meeting.

*Hands-on work : Preparing a meeting grid.*

#### 6) Step 5: Getting into contract

- The features of a purchasing contract.
- The essential clauses to master in order to cover major risks.

*Exercise : General conditions of sale or purchase: How to decide?*

#### 7) Tracking and improving performance.

- Knowing the key measurement indicators.
- Understanding the notion of continual improvement: PDCA, progress plan.
- Implementing the Responsible Supplier Relations Charter.

## DATES

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REMOTE CLASS

2024 : 16 Sep, 28 Oct