

Best Practices in Procurement Management



Focus on: **The Manager** ☒ **The Specialist** ☒ **Spotlight Programme** ☐ **Hands-on Skills** ☐

Course Overview

There are many companies still clinging to traditional procurement methods. While adequate for normal, run-of-the-mill items, using these outdated procurement practices often becomes burdensome and very costly. Does this frustration and inefficiency sound familiar?

Procurement must evolve beyond traditional procedures, transforming into an agile and responsive member of the entire operation. This shift is only achievable when procurement is recognised as a creator of value, facilitating your organisation's journey to becoming world-class. The adversarial approach to procurement must be replaced with collaboration.

This course will investigate the internationally recognised concept of best-in-class procurement. We'll explore the actions needed at strategic, tactical, operational, and contingency levels to make this transition a reality for your organisation.

Course Objectives		This Course is Ideal For:	
1	Understand the evolution of procurement.	✓	Personnel involved in supply chain management and procurement
2	Analyse the current state of procurement, including the challenges faced by Chief Product Officers (CPOs).	✓	Contracts, purchasing and project personnel
3	Define procurement as an interactive system.	✓	Engineering, operational, and maintenance personnel involved in procurement activities
4	Discuss the inputs, outputs and processes of the system.	✓	All individuals responsible for any aspect of the purchase lifecycle, from planning and evaluation to preparation and management; for materials, equipment, and services
5	Develop and implement meaningful performance measurements for procurement.		
6	Identify the necessary actions to be taken on strategic, tactical, operational, and contingency levels.		

Course Content

Day	Theme	Coverage
1	Seeing Procurement as a Dynamic, Interactive System	<ul style="list-style-type: none">• Procurement as part of the supply chain• Definition of procurement• What is the goal of procurement?• Developing a strategic procurement plan• An overview of the procurement process

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		<ul style="list-style-type: none"> • Meaningful procurement KPIs
2	Developing the Strategic Procurement Decisions	<ul style="list-style-type: none"> • Supplier strategy: adversarial or collaborative procurement? • Make/buy decisions • Vertical integration • Alliances and partnerships • Inter-company trade • Reciprocity and countertrade • The purchasing organisation • Working with internal customers
3	Implementing Tactical Procurement Decisions	<ul style="list-style-type: none"> • Early supplier involvement • Value analysis • The effect of the learning curve • Quality assurance • Supplier selection • Negotiation • Supplier rating and ranking • Contract management • IT systems and e-procurement • Staffing the procurement department
4	Dealing with Operational Procurement Decisions	<ul style="list-style-type: none"> • Selecting the most appropriate ordering process • Commercial items • Technical items • Specialised work • Original equipment items • Addressing quality issues • Follow up • Overdue orders • Expediting • The payment process • Reducing the cost of procurement: small value purchase orders
5	Contingency Procurement Decisions	<ul style="list-style-type: none"> • The different contingency situations • Contingency management • Spend analysis • Total cost of ownership • Supplier performance measurement
Course Assessment		Certification

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Participants will be assessed on:	Upon successful completion of the course, participants will receive a Certificate of Successful Completion , along with a Transcript of Marks showing the performance by grade in each element of assessment and overall.
Participation in sessions	
Completion of exercises & case studies	
Performance in assessments	
Course Instructor	
This speaker is an expert in Inventory Management who has given keynote addresses at many international conferences. As an authority in Supply Chain Management, he was chairman of the Standards Generating Body for Supply Chain Management and lectured on the subject for many years at a famous South African university. He has helped many companies to improve their inventory position by implementing easy yet effective methods to manage inventory.	