Effective Purchasing, Tendering & Supplier Selection

30 Apr - 04 May 2017, Dubai
27 - 31 Aug 2017, Dubai
17 - 21 Dec 2017, Dubai
Introduction

A five day intensive course aimed at developing/strengthening the understanding of the crucial role played by the supplier in delivering customer satisfaction through an effective supply chain.

Participants will learn how to evaluate the performance of both potential and current suppliers. Assess the factors that comprise and effective tender and conduct effective negotiations that bring long term value to the organisation.

The key highlights of the course are:
- Planning
- Tendering
- Negotiation
- Supplier Management
- Measuring Performance
- Communication

Objectives

- Identify and reduce procurement risk through development of a plan of action
- Enable improved performance from your existing suppliers through evaluation and performance measurement
- Understand and strengthen your supply chain
- Improve operating relationships within your organisation
- Award contracts on the basis of measured performance/criteria
- Provide a working understanding of the Negotiation process

Training Methodology

Combined interactive presentations, case studies, participant activities and exercises to maximise the impact of the learning experience. Delegates will have ample time to consider the ideas and apply the skills discussed. The seminar will cover both practical and theoretical aspects of purchasing.

Organisational Impact

The organisation will benefit by:
- Raise the profile of purchasing within the company
- Improve the performance of established suppliers
- Deliver materials and services at reduced cost and increased value
- Retain money within the company through more productive negotiation
- Improve the professionalism of those within the purchasing function
- Drive improvement through identifying current problems and weaknesses

Personal Impact

As a result of this course, delegates will:
- Understand the fundamental tools of effective purchasing
- Operate with increased confidence when dealing with suppliers
- Manage internal relationships more effectively
- Better deliver improved negotiated outcomes
- Use measurement as a key tool in driving supplier improvement
- Understand the key elements of a well structured tender

Who Should Attend?

- Purchasing professionals
- Those involved in defining the specification and evaluating supplier performance
- Those involved in preparing and analysing bids
- Those with an involvement in supplier relationships
- Those whose role involves negotiation with outside agencies
DAY 1
What is the Role of Purchasing in the Company

- Introduction to Purchasing and its contribution to the organisation
- What is the purpose of a business
- Dealing with the problem of being a “go between”
- Purchasing process and cycle of procurement
- Positioning purchasing within the company
- Vision, Mission and Value of Purchasing
- Purchasing Structure
- Where to find performance improvement

DAY 2
Developing the Purchasing Strategy

- How to reach the internal customer
- Developing Purchase agreements
- Importance of being involved in creating the specification
- Supplier selection methodology
- Criteria for pre-qualifying suppliers
- Integrating the supplier selection process
- Positioning your need and you value against the market
- The role of ISO 9000

DAY 3
Selecting the Right Supplier & Evaluating Performance

- Conditioning the supplier to meet your requirement
- The total cost approach to purchasing
- Analysing Cost
- Analysing Value
- Hidden costs
- Life cycle costing
- Using Price indices
- Performance evaluation

DAY 4
Tendering and Analysing The Bid

- Process needs
- Types of tender
- Electronic commerce / E Auctions
- Evaluating a bid objectively
- Terms and Conditions of contract
- Standard contract clauses
- Methods of Payment
- Expediting the agreement
- What if the contract fails to deliver - legal issues

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

- Defining negotiation
- Obstacles to effective negotiation
- Different styles of negotiation
- The tools of the process
- Phases of a negotiation
- What to do and what not to do
- Focus on four key areas of world class performance
- Evaluating performance gaps
## REGISTRATION DETAILS

LAST NAME: __________________________________________
FIRST NAME: _________________________________________
DESIGNATION: _______________________________________
COMPANY: _________________________________________
ADDRESS: __________________________________________
____________________________________________________
CITY: ________________________________________________
COUNTRY: __________________________________________
TELEPHONE: ________________________________________
MOBILE: ___________________________________________
FAX: ______________________________________________
EMAIL: _____________________________________________

## AUTHORISATION DETAILS

AUTHORISED BY: ______________________________________
DESIGNATION: _______________________________________
COMPANY: _________________________________________
ADDRESS: __________________________________________
____________________________________________________
CITY: ________________________________________________
COUNTRY: __________________________________________
TELEPHONE: ________________________________________
MOBILE: ___________________________________________
FAX: ______________________________________________
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## PAYMENT DETAILS

- Please invoice my company
- Cheque payable to GLOMACS
- Please invoice me

## CERTIFICATION

Successful participants will receive GLOMACS’ Certificate of Completion

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<tr>
<th>Code</th>
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## 4 WAYS TO REGISTER

- Tel: +971 (04) 425 0700
- Fax: +971 (04) 425 0701
- Email: info@glomacs.ae
- Website: www.glomacs.ae

## TERMS AND CONDITIONS

- **Fees** – Each fee is inclusive of Documentation, Lunch and refreshments served during the entire seminar.
- **Mode of Payment** – The delegate has the option to pay the course fee directly or request to send an invoice to his/her company/sponsor. Credit card and cheque payments are both acceptable.
- **Cancellation / Substitution** – Request for seminar cancellation must be made in writing & received three (3) weeks prior to the seminar date. A US$ 250.00 processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.
- **Hotel Accommodation** – is not included in the course fee. A reduced corporate rate and a limited number of rooms may be available for attendees wishing to stay at the hotel venue. Requests for hotel reservations should be made at least three (3) weeks prior to the commencement of the seminar. All hotel accommodation is strictly subject to availability and terms and conditions imposed by the hotel will apply.
- **Attendance Certificate** – a certificate of attendance will only be awarded to those delegates who successfully completed/attended the entire seminar including the awarding of applicable Continuing Professional Education Units/Hours.
- **Force Majeure** – any circumstances beyond the control of the Company may necessitate postponement, change of seminar venue or substitution of assigned Instructor. The Company reserves the right to exercise this clause and implement such amendments.
- **Fair Access / Equal Opportunities** – In the provision of its services as a world-class Training Provider, the Company is committed to provide fair access / equal opportunities throughout the delivery of its courses and assessment leading to the completion of training seminars, or 3rd party qualifications/certifications.

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