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PROCUREMENT AND SUPPLY CHAIN MANAGEMENT | PSCM-022

# Certificate in Purchasing Management Best Practices


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# Course content

## Why Attend

Purchasing management has a direct influence on organisational costs, supplier reliability, operational continuity, product and service quality, and overall business performance. Effective purchasing requires more than obtaining competitive prices. It involves understanding business requirements, selecting capable suppliers, managing commercial risks, negotiating favourable terms, and maintaining transparent purchasing processes.

Organisations with poorly structured purchasing activities frequently experience unnecessary expenditure, inconsistent supplier performance, delayed deliveries, weak contract compliance, and limited visibility over procurement commitments. Addressing these challenges requires disciplined purchasing procedures, reliable market intelligence, effective supplier relationships, and measurable performance controls.

The Certificate in Purchasing Management Best Practices course provides a practical framework for managing the purchasing cycle, from requirements identification and sourcing to supplier evaluation, negotiation, purchase order management, delivery coordination, and performance monitoring.

Participants explore purchasing strategies, procurement planning, cost analysis, supplier selection, commercial negotiation, purchasing controls, ethical procurement, digital purchasing systems, and continuous improvement techniques. The programme equips purchasing professionals with tools to improve purchasing efficiency, achieve value for money, and strengthen supplier and operational performance.

### Professional Problems This Course Is Designed to Solve

• Uncontrolled purchasing expenditure: Establishing purchasing policies, approval procedures, expenditure visibility, and cost management practices that reduce unnecessary spending.

• Poor supplier selection decisions: Applying structured supplier qualification, evaluation, and selection criteria to improve quality, reliability, and commercial value.

• Weak purchasing negotiations: Strengthening negotiation preparation, supplier cost analysis, commercial evaluation, and agreement development.

• Frequent purchasing delays: Improving requisition processing, purchase order accuracy, supplier coordination, and delivery follow-up.

• Inconsistent purchasing compliance: Implementing clear purchasing procedures, segregation of duties, documentation standards, and ethical sourcing controls.

# Course content

## Why Attend

• Supplier performance problems: Establishing supplier KPIs, performance reviews, corrective action procedures, and relationship management practices.

• Limited purchasing performance visibility: Developing dashboards and measurable indicators for cost savings, purchase order cycle times, supplier delivery performance, and purchasing efficiency.

## Course Methodology

The programme combines instructor-led discussions, purchasing case studies, supplier evaluation exercises, commercial negotiation simulations, procurement process mapping, cost analysis workshops, and practical performance measurement activities.

Participants work with realistic purchasing scenarios involving supplier quotations, bid evaluations, purchase orders, delivery issues, commercial negotiations, and purchasing control weaknesses. Practical exercises focus on applying recognised purchasing management practices to everyday procurement decisions.

## Course Objectives

By the end of this course, participants will be able to:

• Explain the strategic and operational responsibilities of purchasing management

• Develop purchasing plans aligned with organisational requirements and budgets

• Apply structured purchasing policies and procurement procedures

• Evaluate suppliers using commercial, technical, financial, and operational criteria

• Analyse purchase prices, total cost of ownership, and supplier quotations

• Prepare and conduct effective purchasing negotiations

• Manage purchase requisitions, purchase orders, and delivery follow-up

• Strengthen purchasing compliance, transparency, and ethical decision-making

• Monitor supplier performance and manage purchasing-related risks

# Course content

## Course Objectives

• Apply digital purchasing tools and procurement analytics

• Establish purchasing KPIs and performance improvement measures

• Develop an actionable purchasing management improvement plan

## Target Audience

This course is suitable for:

• Purchasing managers and supervisors

• Procurement officers and purchasing specialists

• Buyers and senior buyers

• Supply chain and materials management professionals

• Sourcing and supplier management specialists

• Procurement operations and purchasing coordinators

• Contract administration professionals

• Inventory and warehouse managers involved in purchasing decisions

• Finance and operations professionals responsible for purchasing expenditure

• Professionals seeking to develop their purchasing management capabilities

## Target Competencies

Participants will develop competencies in:

• Purchasing strategy and planning

• Purchasing policies and procedures

• Supplier sourcing and evaluation

• Purchasing cost analysis

# Course content

## Target Competencies

• Commercial negotiation

• Purchase order management

• Supplier performance monitoring

• Procurement compliance and ethics

• Purchasing risk management

• Purchasing performance improvement

## Course outline

### Day 1: Purchasing Management Fundamentals and Procurement Planning

• Understanding the role of purchasing within organisational operations, supply chain management, cost control, and business performance

• Distinguishing strategic sourcing, procurement, purchasing, and supply management responsibilities

• Developing purchasing policies, approval authorities, delegation limits, and standard operating procedures

• Translating operational requirements into purchasing plans, specifications, delivery schedules, and budget commitments

• Applying purchasing expenditure analysis, demand consolidation, and purchase categorisation to identify efficiency opportunities

• Practical workshop: Developing a purchasing plan with defined requirements, expenditure priorities, approval controls, and sourcing schedules

### Day 2: Supplier Sourcing, Evaluation and Selection Best Practices

• Identifying potential suppliers through market research, supplier databases, industry networks, and structured sourcing activities

# Course content

## Course outline

• Preparing requests for information, requests for quotation, and requests for proposal based on purchasing requirements

• Developing supplier prequalification criteria covering technical capability, financial stability, quality, capacity, delivery reliability, and compliance

• Evaluating supplier quotations using weighted scoring models, commercial comparisons, and total cost of ownership analysis

• Assessing supplier concentration, supply continuity, financial exposure, and other sourcing-related risks

• Practical exercise: Conducting a supplier evaluation and preparing a documented purchasing recommendation using competing supplier proposals

### Day 3: Purchasing Negotiation, Cost Management and Commercial Agreements

• Understanding purchasing cost structures, price drivers, market conditions, and supplier pricing strategies

• Applying total cost of ownership, lifecycle cost analysis, and cost reduction techniques to purchasing decisions

• Preparing purchasing negotiation strategies with defined objectives, alternatives, concession limits, and supplier considerations

• Practising negotiation techniques for pricing, payment terms, delivery commitments, warranties, service levels, and contractual conditions

• Understanding essential purchasing agreement provisions, including specifications, acceptance criteria, liabilities, change control, and dispute resolution

• Negotiation simulation: Developing and negotiating a purchasing agreement that balances cost, quality, delivery performance, and commercial risk

### Day 4: Purchasing Operations, Supplier Coordination and Internal Controls

• Managing the purchasing cycle from purchase requisition and approval through purchase order issuance, delivery, receipt, and invoice matching

# Course content

## Course outline

• Improving purchase order accuracy, delivery scheduling, order expediting, and communication with suppliers and internal stakeholders

• Applying three-way matching, segregation of duties, approval controls, and purchasing documentation requirements

• Managing purchasing exceptions involving delayed deliveries, incorrect quantities, quality problems, price discrepancies, and supplier non-conformance

• Using ERP systems, electronic purchasing platforms, and digital workflows to improve transaction processing and purchasing visibility

• Case study: Reviewing a purchasing process to identify bottlenecks, control weaknesses, delivery failures, and opportunities for operational improvement

### Day 5: Supplier Performance, Purchasing Governance and Continuous Improvement

• Establishing supplier performance indicators covering quality, on-time delivery, responsiveness, cost competitiveness, and contractual compliance

• Conducting supplier performance reviews, managing corrective actions, and developing supplier improvement plans

• Strengthening purchasing governance through ethical sourcing, conflict-of-interest controls, fraud prevention, and transparent supplier decision-making

• Developing purchasing performance dashboards covering cost savings, purchase order cycle time, procurement compliance, and supplier reliability

• Applying continuous improvement techniques to reduce purchasing lead times, eliminate unnecessary activities, and improve purchasing productivity

• Capstone exercise: Developing and presenting a Purchasing Management Best Practices Framework covering procurement planning, supplier selection, negotiation, purchasing controls, supplier performance, and improvement priorities

# Seminar dates

## Available seminar dates

Live dates and pricing for Certificate in Purchasing Management Best Practices generated from the course details page.

| Date | Location | Format | Fee |
|---|---|---|---|
| Dates on request | Venue on request | Classroom | **Contact us** |

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| **Live online option** | Online delivery is available at €1,850.-. |