

# € TRAINING

Procurement Essentials



30 June - 4 July 2025  
Kuala Lumpur (Malaysia)



# Procurement Essentials

REF: L2060 DATE: 30 June - 4 July 2025 Venue: Kuala Lumpur (Malaysia) - Fee: 5850 Euro

## Introduction:

This training program delves into the intricacies of purchasing, from strategy development to supplier evaluation. It empowers them to elevate their roles and make impactful contributions to their organizations' success.

## Program Objectives

At the end of this program, participants will be able to:

- Understand and fulfill the role of purchasing within their organization.
- Develop effective purchasing strategies and agreements.
- Select suppliers efficiently and evaluate bids objectively.
- Negotiate contracts adeptly and manage supplier performance.
- Apply cost analysis and value assessment techniques to purchasing decisions.

## Targeted Audience

- Professionals involved in purchasing and procurement roles within companies.
- Managers and supervisors responsible for procurement strategies and supplier management.
- Individuals seeking to enhance their understanding of the purchasing function within organizations.
- Personnel involved in supply chain management or vendor relations.
- Procurement professionals interested in improving supplier selection processes and negotiation skills.

## Program Outline:

### Unit 1:

#### What Function Does Purchasing Serve in the Company?

- Overview of Purchasing and Its Role in the Organization.
- Cycle of Procurement and Purchasing Process.
- Putting Purchasing in Its Place in the Company.

- Vision, mission, and Purchasing Value.
- Where is Performance Improvement located?

## Unit 2:

### Developing the Purchasing Strategy:

- Developing Purchase Agreements.
- Importance of being involved in Creating the Specification.
- Supplier Selection Methodology.
- Criteria for Pre-qualifying Suppliers.
- Integrating the Supplier Selection Process.

## Unit 3:

### Tendering and Analysing The Bid:

- Process Needs.
- Types of Tender.
- Electronic Commerce / E Auctions.
- Evaluating a Bid Objectively.
- Methods of Payment.

## Unit 4:

### Negotiating the Contract and Preparing a Plan of Improvement Action for Purchasing:

- Defining Negotiation.
- The Tools of the Negotiation Process.
- Phases of a Negotiation.
- Obstacles to Effective Negotiation.
- Evaluating Performance Gaps.

## Unit 5:



## Selecting the Right Supplier & Evaluating Performance:

- Conditioning the Supplier to Meet Your Requirement.
- The Total Cost Approach to Purchasing.
- Analysing Cost.
- Analysing Value.
- Life Cycle Costing.