

FUNDAMENTALS OF PURCHASING & SUPPLY MANAGEMENT

- Program Outline -

- A. THE POWER OF PURCHASING
 - Contributions of Purchasing
 - Purchasing's New Muscle
 - Purchasing as a Profit Center

- B. THE ROLE OF PURCHASING
 - Objectives of Purchasing
 - Top Management Perspective
 - Operating or Functional Perspective
 - Organization and Responsibilities
 - Centralization vs. Decentralization
 - Cross-Functional Sourcing Teams
 - Scope of Responsibilities
 - New Trends in Purchasing

- C. THE PROCUREMENT PROCESS
 - Policy and Procedure Manual
 - Key Steps in the Procurement Process
 - Types of Purchase Requisitions
 - Types of Solicitations

- D. METHODS OF PROCUREMENT
 - Competitive Bidding
 - Contract Negotiation
 - Value Analysis
 - Blanket Ordering; Systems Contracting
 - Consignment Buying; Joint Purchasing
 - E-Procurement
 - Procurement Card
 - Outsourcing
 - Counter trade

- E. SUPPLIER MANAGEMENT
 - Structure of the Supply Market
 - The Ideal Supplier; The Role of Suppliers
 - Sourcing Strategies; Selecting Suppliers
 - Stages of Supplier Development
 - Managing the Supplier Base
 - Evaluating Supplier Performance

- F. CONTRACT NEGOTIATION

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Objectives of Negotiation
The Negotiation Triad; Modes of Negotiation
Stages of Negotiation
Preparing for Negotiation
Cost-Price Analysis; Competitive Intelligence
Strategies and Tactics; Leverage and Power
Concessions and Persuasion
Questions and Active Listening
Team Negotiation
Ethics In Negotiation; Global Negotiation
Alternative Dispute Resolution

G. CONTRACT LAW

Purchasing Ethics and SOX
Convention on the Int'l. Sale of Goods
Uniform Commercial Code - USA
Sources and Types of Law
The Law of Agency
The Law of Contracts
Requirements of a Valid Contract
Types of Contracts
Types of Warranties
Alternative Dispute Resolution
Trade Terms - INCO Terms

H. VALUE ANALYSIS

Value-Added Management
Product and Process Value
Supply Value Chain
Genesis & Goals of Value Analysis
Kinds of Economic Value
How To Analyze Value
Types of Value Analysis
Case Study Demonstrations
Mastering Change
Organizational Strategies
Improvement Opportunities & Tools

I. PURCHASING OF SERVICES

Goods vs. Services
Service Suppliers
The Service Contract
Master Agreement
Statement of Work

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Contract Administration

J. INVENTORY MANAGEMENT

Inventory Objectives and Functions
Determining When and Quantity to Order
ABC Analysis
Cycle Counting

K. PERFORMANCE MEASURES

Why Measure?
Benchmarking
Reactive vs. Proactive Purchasing
The Purchasing Audit
The Supplier Scorecard
The Excellence Model
Critical Success Factors

L. PROFESSIONAL CERTIFICATION

Elements of Professionalism
The CPSM Program

*Sign up to perform
Better, Faster, and Leaner!
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