



Fundamentals of Purchasing

Shanghai 10-11-12 April and 16-17-18 October 2017

Beijing 10-11-12 July 2017 – Wuhan 9-10-11 January 2017

Learning Goals

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

- Segment their portfolio and define priorities
- Structure their communication with their different stakeholders and translate needs into quantifiable, measurable objectives
- Implement an objective, transparent supplier selection process
- Integrate cost drivers into their roadmap through the use of Functional Definition, TCO and Cost Breakdown tools.

Methods and Tools

- To complete theory learnt through distance learning modules, face-to-face session will bring more in-depth theoretical contents completed by numerous case studies, workshops and discussions organised in order to facilitate exchange between participants and the EIPM experts.

Target Group

The module is designed for

- Buyers looking to acquire a broader perspective on Purchasing
- Newcomers to the profession
- Employees moving from other functions to purchasing
- Employees in regular contact with suppliers
- The course can also provide a purchasing culture to Purchasing Assistants as well as to “Internal customers”

Duration

- 3 days

Training location

- 26A, No. 895, Yan An Road West, Shanghai, P. R. China, 200050



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Phase Content

Day 1

- Diagnosis of Purchasing Portfolio: Identify the main segments on which we will have to focus.
- Buying Centre: how to identify the key stakeholders in a company and their needs in order to satisfy them and influence their future decisions
- Functional definition of requirements: how to challenge internal customer needs using a structured approach to identify the “right need” in terms of functions desired and not solutions.
- Consolidation of needs and suppliers (supplier base optimisation) and standardisation as common best practices to obtain cost reduction.

Day 2

Prospecting potential supplier: Participants will learn how to

- Define selection criteria for potential suppliers
- Search for potential suppliers
- Pre-qualify potential suppliers using a specific request for information – Participants will learn how to create one for their purchasing families
- Visit suppliers – Participants will learn how to prepare, to carry out and report on a supplier visit

Supplier selection: Participants will learn how to

- Prepare a Request for Quotation – Participants will learn what the main contents of a RFQ are and how to develop one for their business
- Implement a supplier selection process – Participants will learn how to formalise a selection grid and how to implement it through active involvement of the buying centre.

Day 3

- Cost breakdown analysis: use price breakdown analysis to prepare negotiation with suppliers and discuss improvement actions. Participants will learn how to build a cost breakdown structure adapted to their own purchasing needs, how to obtain detailed information from suppliers and analyse it for future negotiations
- Total cost of ownership: Participants will learn how to build a TCO model adapted to their specific needs in order to select suppliers or to identify cost improvement opportunities.

Credits for



Professional Buyers Certification Programme

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