# PROCUREMENT AND SUPPLY CHAIN MANAGEMENT BEST PRACTICES



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# Introduction

Most procurement teams know what good practice looks like and still fail to apply it consistently. The gap is rarely knowledge; it is the absence of a shared standard, clear ownership, and measures that make the standard stick. This Procurement and Supply Chain Management Best Practices Training Course gives procurement, supply chain, and operations professionals a complete working method for closing that gap. Participants learn category management, strategic sourcing, supplier relationship management, contract and risk control, inventory and logistics practice, and the governance and measurement that sustain it.

# Procurement and Supply Chain Management Best Practices Course Objectives

- Apply category management and spend analysis to structure purchasing.
- Run strategic sourcing cycles from market analysis to award.
- Apply total cost of ownership rather than lowest-price selection.
- Build supplier relationship management with segmented treatment.
- Apply contract management and service level agreement practice.
- Apply procurement governance, ethics, and internal control standards.
- Manage inventory with ABC, safety stock, and reorder point methods.
- Apply lean principles to procurement and logistics processes.
- Apply risk management across supplier, market, and continuity exposure.
- Measure performance with savings realisation, cycle time, and fill rate.

# Course Methodology

- Facilitated sessions built on real spend data, category plans, and contract files.

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- Case workshops on failed tenders, supplier defaults, and cost overruns.
- Category, TCO, and inventory calculation exercises with live data.
- Sourcing process and contract review labs.
- Group exercise on a procurement best practice improvement plan.

## Who Should Take This Course

- Procurement and category managers.
- Supply chain and sourcing professionals.
- Contract and supplier relationship managers.
- Operations and inventory supervisors.
- Finance and audit staff covering procurement.
- Team leaders moving into procurement roles.

## Procurement and Supply Chain Management Best Practices Course Outlines

## Day 1: Strategic Procurement and Category Management

- Procurement's role in business strategy and value creation.
- Spend analysis and spend cube construction.
- Category management: segmentation and strategy development.
- Supply market analysis and supplier landscape mapping.
- Make, buy, and outsourcing decision frameworks.
- Procurement organisation design and operating models.

- Category plan development and implementation.

## Day 2: Strategic Sourcing and Total Cost of Ownership

- Sourcing cycle: profile, analyse, strategy, tender, award.
- Specification writing and requirement definition.
- Tendering, evaluation criteria, and award practice.
- Negotiation preparation and commercial levers.
- Total cost of ownership modelling and lifecycle costing.
- E-auctions, framework agreements, and aggregation.
- Contract award, mobilisation, and transition.

## Day 3: Supplier Relationship and Contract Management

- Supplier segmentation and treatment strategies.
- Supplier performance measurement and review cycles.
- Contract administration, variations, and renewal.
- Service level agreements and key performance indicators.
- Managing supplier default, escalation, and exit.
- Supplier development and collaboration practice.
- Ethics, conflict of interest, and anti-fraud controls.

## Day 4: Inventory, Logistics, and Operational Excellence

- Inventory classification with ABC and criticality analysis.
- Safety stock, reorder points, and lead time management.
- Warehouse and stores control practices.
- Transport and distribution cost management.

- Lean methods applied to procurement and logistics.
- Process standardisation and documentation.
- Digital tools: e-procurement, P2P systems, and analytics.

## Day 5: Risk, Governance, and Performance

- Procurement risk: supplier, market, compliance, and continuity.
- Risk assessment and mitigation planning.
- Governance, delegation of authority, and segregation of duties.
- Audit readiness and internal control standards.
- KPIs: savings realisation, cycle time, fill rate, and supplier performance.
- Benchmarking procurement maturity and practice.
- Building a procurement best practice roadmap.

## Conclusion

By successfully completing the Procurement and Supply Chain Management Best Practices Training Course, participants will have acquired a thorough working knowledge of category management and spend analysis, strategic sourcing and total cost of ownership, supplier relationship and contract management, inventory and logistics practice, procurement governance and risk control, and performance measurement. They will leave able to apply recognised practice with evidence, defend sourcing decisions on value rather than price, and report savings and service in terms management trusts. Gentex Training Center delivers this programme with procurement and supply chain practitioners working in live functions.

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# FAQs for the Procurement and Supply Chain Management Best Practices course

## Q1 What is the "Procurement and Supply Chain Management Best Practices" course about?

It is a five-day programme on applying established good practice across purchasing and supply chain work. It covers category management and spend analysis, strategic sourcing and total cost of ownership, supplier relationship and contract management, inventory and logistics practice, and governance and performance measurement.

## Q2 What are the key benefits of the "Procurement and Supply Chain Management Best Practices" course?

Participants select suppliers on total cost of ownership rather than lowest price, hold suppliers to measurable performance instead of goodwill, and produce procurement documentation that survives audit. They also report savings realisation and service with evidence rather than estimate.

## Q3 What skills will I gain from the "Procurement and Supply Chain Management Best Practices" course?

You will gain category management and spend analysis application, strategic sourcing and total cost of ownership modelling, supplier relationship and contract performance management, and inventory, logistics, procurement governance, and performance management.

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# Q4 What tools, methods, or standards are covered in the "Procurement and Supply Chain Management Best Practices" course?

The course works with spend analysis and spend cube construction, category segmentation and strategy development, supply market analysis and supplier landscape mapping, make, buy and outsourcing decision frameworks, procurement organisation design, the strategic sourcing cycle covering profile, analyse, strategy, tender and award, specification writing and requirement definition, tender evaluation criteria, negotiation preparation and commercial levers, total cost of ownership and lifecycle costing, e-auctions, framework agreements and demand aggregation, supplier segmentation and treatment strategies, supplier performance measurement and review cycles, contract administration, variations and renewal, service level agreements and KPIs, supplier default and exit management, supplier development and collaboration, procurement ethics and conflict of interest controls, ABC and criticality inventory classification, safety stock, reorder point and lead time management, warehouse and stores control practice, transport and distribution cost management, lean methods applied to procurement and logistics, process standardisation and documentation, e-procurement and P2P systems, procurement risk assessment and mitigation, governance and delegation of authority, segregation of duties, audit readiness and internal control standards, procurement maturity benchmarking, and KPIs covering savings realisation, cycle time, fill rate and supplier performance.

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## Q5 How is the "Procurement and Supply Chain Management Best Practices" course applied in real-world practice?

Teams apply it when building a category plan for a major spend area, running a tender with total cost of ownership evaluation, setting up supplier performance reviews, redesigning stores control after a stock accuracy problem, preparing procurement evidence for an audit, and reporting savings realisation at a management review.