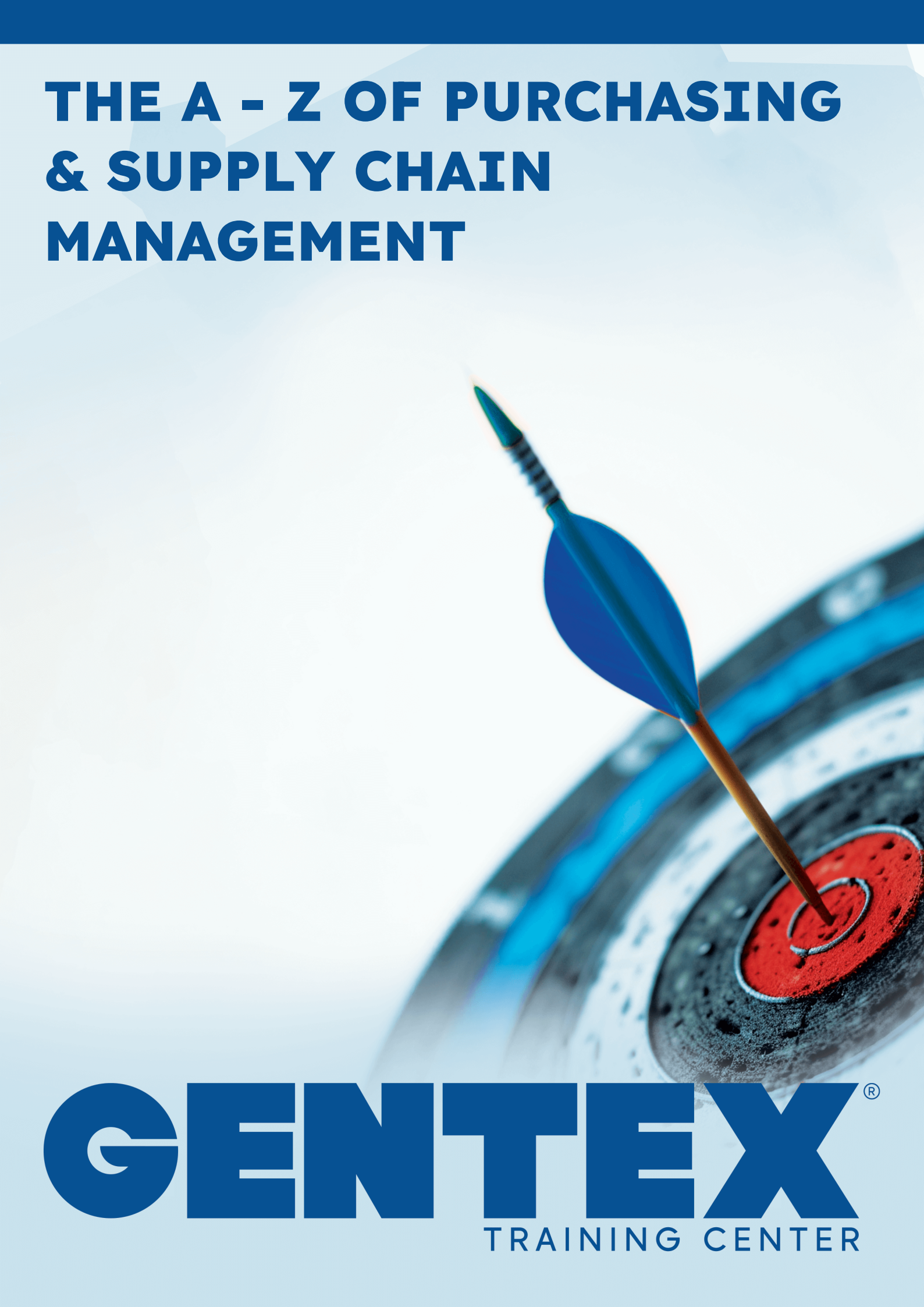
THE A - Z OF PURCHASING & SUPPLY CHAIN MANAGEMENT



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Introduction

Purchasing and supply chain management covers a wider territory than most job descriptions admit: sourcing, contracting, supplier relationships, inventory, logistics, and the data that ties them together. Learning it piece by piece leaves blind spots where cost and risk accumulate unnoticed. This The A - Z of Purchasing & Supply Chain Management Training Course gives procurement, supply chain, and operations professionals a complete working method across the whole discipline. Participants learn the procurement cycle, supplier and contract management, inventory and logistics practice, cost and performance measurement, and the governance that holds it in place.

The A - Z of Purchasing & Supply Chain Management Course Objectives

- Apply the procurement cycle from requirement definition to contract closure.
- Analyse spend and build category strategies with evidence.
- Define specifications that permit genuine competition.
- Apply supplier evaluation, selection, and qualification methods.
- Apply negotiation preparation and commercial levers effectively.
- Manage contracts, service levels, and supplier performance.
- Apply inventory control: ABC, safety stock, and reorder points.
- Apply logistics and distribution practice across the chain.
- Apply procurement governance, ethics, and internal control standards.
- Measure performance with savings, cost per order, and supplier service levels.

Course Methodology

- Facilitated sessions built on real spend data, tenders, contracts, and inventory records.

- Case workshops on failed tenders, supplier default, and cost overruns.
- Category, TCO, inventory, and negotiation exercises with live data.
- Contract review and supplier evaluation practice labs.
- Group exercise on a purchasing and supply chain improvement plan with targets.

Who Should Take This Course

- Procurement officers and buyers.
- Category and sourcing managers.
- Supply chain and logistics coordinators.
- Contract and supplier management staff.
- Inventory and warehouse supervisors.
- Finance and audit staff covering purchasing decisions.

The A - Z of Purchasing & Supply Chain Management Course Outlines

Day 1: Procurement Fundamentals and Spend Analysis

- Role of procurement in business strategy and value creation.
- Procurement cycle: requirement, source, contract, manage, close.
- Spend analysis and spend cube construction.
- Category segmentation and sourcing strategy selection.
- Supply market analysis and supplier landscape mapping.
- Stakeholder mapping and internal requirement alignment.
- Procurement organisation and operating models.

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Day 2: Sourcing, Specification, and Supplier Selection

- Requirement definition and functional specifications.
- Avoiding restrictive specifications and brand lock-in.
- Supplier identification, prequalification, and evaluation criteria.
- Tendering, request for proposal, and e-sourcing practice.
- Total cost of ownership modelling and lifecycle costing.
- Award recommendation and approval discipline.
- Sourcing governance and documentation.

Day 3: Negotiation, Contracts, and Supplier Management

- Negotiation preparation: leverage, objectives, and walk-away points.
- Commercial levers: price, payment, volume, and service terms.
- Contract drafting essentials and risk allocation.
- Service level agreements, KPIs, and remedies.
- Supplier performance measurement and review routines.
- Supplier development and relationship strategies.
- Ethics, conflict of interest, and anti-fraud controls.

Day 4: Inventory, Logistics, and Operations

- Inventory classification with ABC and criticality.
- Safety stock, reorder points, and lead time management.
- Warehouse operations and stock accuracy control.
- Transport modes, carrier selection, and freight cost.

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- Incoterms 2020 and goods documentation basics.
- Reverse logistics and returns handling.
- Digital tools: e-procurement and P2P systems.

Day 5: Performance, Governance, and Improvement

- KPIs: savings realisation, supplier performance, and fill rate.
- Total cost of ownership and cost-to-serve analysis.
- Procurement risk: supplier, market, compliance, and continuity.
- Governance, delegation of authority, and segregation of duties.
- Audit readiness and internal control standards.
- Continuous improvement and procurement maturity benchmarking.
- Building a purchasing and supply chain improvement roadmap.

Conclusion

By successfully completing The A - Z of Purchasing & Supply Chain Management Training Course, participants will have acquired a thorough working knowledge of the procurement cycle, spend and category analysis, sourcing and supplier selection, negotiation and contract management, inventory and logistics operations, and procurement governance and performance measurement. They will leave able to run the full purchasing cycle with evidence, manage suppliers against real service levels, and report savings and service in terms finance and management trust. Gentex Training Center delivers this programme with procurement and supply chain practitioners working in live functions.

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FAQs for The A - Z of Purchasing & Supply Chain Management course

Q1 What is the "The A - Z of Purchasing & Supply Chain Management" course about?

It is a five-day programme covering the full purchasing cycle and the supply chain activity that follows it. It covers procurement fundamentals and spend analysis, sourcing and supplier selection, negotiation and contracts, inventory and logistics operations, and governance and performance measurement.

Q2 What are the key benefits of the "The A - Z of Purchasing & Supply Chain Management" course?

Participants run the whole purchasing cycle with structure instead of reacting to requisitions, select suppliers with evidence rather than price alone, and hold suppliers to measurable service levels. They also produce procurement documentation and savings figures that survive audit and finance review.

Q3 What skills will I gain from the "The A - Z of Purchasing & Supply Chain Management" course?

You will gain procurement cycle and spend analysis application, sourcing, specification, and supplier selection management, negotiation, contracting, and supplier performance management, and inventory, logistics, governance, and performance management.

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Q4 What tools, methods, or standards are covered in the "The A - Z of Purchasing & Supply Chain Management" course?

The course works with the procurement cycle covering requirement, source, contract, manage and close, spend analysis and spend cube construction, category segmentation and sourcing strategy selection, supply market analysis and supplier landscape mapping, stakeholder mapping and requirement alignment, functional specification writing, restrictive specification avoidance, supplier identification, prequalification and evaluation criteria design, tendering, request for proposal and e-sourcing practice, total cost of ownership and lifecycle costing, award recommendation discipline, negotiation preparation with leverage and walk-away points, commercial levers covering price, payment, volume and service terms, contract drafting and risk allocation, service level agreements, KPIs and remedies, supplier performance measurement and review cycles, supplier development strategies, ethics and conflict of interest controls, ABC and criticality inventory classification, safety stock, reorder point and lead time management, warehouse and stock accuracy control, transport mode and carrier selection, Incoterms 2020 and goods documentation, reverse logistics and returns handling, e-procurement and P2P systems, procurement risk assessment, governance and delegation of authority, segregation of duties, audit readiness and internal control standards, procurement maturity benchmarking, and KPIs covering savings realisation, supplier performance and fill rate.

Q5 How is the "The A - Z of Purchasing & Supply Chain Management" course applied in real-world practice?

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