THE COMPLETE COURSE ON PURCHASING MANAGEMENT



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TRAINING CENTER

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Introduction

The Complete Course on Purchasing Management examines the full buying cycle in five intensive days, from spend analysis to supplier performance. This Training Course covers category strategy, sourcing, negotiation, contract administration, and purchase-to-pay control. Participants study the Kraljic matrix, total cost of ownership, RFQ and RFP routes, Incoterms, and inventory coordination methods. Furthermore, the programme connects commercial theory to daily practice through sourcing labs, negotiation simulation, and process design exercises. As a result, delegates leave able to run purchasing with structure, evidence, and control across their own categories.

The Complete Course on Purchasing Management Course Objectives

- Define purchasing management and its place in the value chain.
- Map the purchase-to-pay cycle and its internal controls.
- Analyse spend data and classify categories using ABC and the Kraljic matrix.
- Build category strategies and sourcing plans that meet business needs.
- Run RFQ, RFP, and tender processes with weighted evaluation.
- Apply total cost of ownership in supplier selection decisions.
- Negotiate commercial outcomes using BATNA and value analysis.
- Draft and administer contracts, terms, and service level agreements.
- Control requisitions, orders, receiving, and invoice matching.
- Measure supplier performance and report purchasing value.

Course Methodology

- Interactive workshops using real spend, sourcing, and contract files.

- Structured category strategy and sourcing plan development.
- Spend analysis and supplier evaluation labs.
- Negotiation labs with coached feedback and peer review.
- Purchase-to-pay process mapping and control design exercises.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

- Purchasing and procurement officers.
- Buyers, senior buyers, and category managers.
- Supply chain and operations professionals.
- Contract and vendor administrators.
- Finance staff supporting purchasing budgets.
- Warehouse and inventory supervisors.
- Professionals moving into purchasing management roles.

The Complete Course on Purchasing Management Course Outlines

Day 1: Purchasing Management Foundations and Spend Analysis

- Defining purchasing, procurement, and strategic sourcing.
- The purchasing function's role in the value chain.
- Purchasing maturity models and capability development.
- Spend data collection, cleansing, and classification.

- Spend cube construction and spend analytics.
- ABC analysis, Pareto prioritisation, and tail spend.
- Building the purchasing strategy and business case.

Day 2: Category Strategy and Sourcing

- The Kraljic matrix and category positioning decisions.
- Demand management and specification challenge.
- Category strategy writing and approval.
- Sourcing routes: RFQ, RFP, competitive dialogue, and open tender.
- Prequalification and supplier capability assessment.
- Weighted technical and commercial evaluation criteria.
- Total cost of ownership modelling in award decisions.

Day 3: Negotiation and Commercial Terms

- Negotiation planning: BATNA, ZOPA, and reservation values.
- Value-based negotiation and concession management.
- Price, payment, and delivery term negotiation.
- Incentives, penalties, and gain-sharing structures.
- Incoterms and delivery responsibility allocation.
- Contract types: fixed price, cost-plus, and framework agreements.
- Recording and implementing negotiated outcomes.

Day 4: Contract Administration and Process Control

- Key commercial terms: price, payment, delivery, and warranty.
- Service level agreements and performance clauses.

- Contract obligation registers and notice management.
- Requisition, approval, and purchase order workflows.
- Receiving, inspection, and three-way match controls.
- Invoice processing, payment terms, and cash control.
- Catalogue management and guided buying.

Day 5: Supplier Performance, Risk, and Value Delivery

- Supplier segmentation and relationship tiering.
- KPI frameworks and supplier scorecards.
- Supplier performance reviews and improvement plans.
- Procurement risk registers and dependency mapping.
- Savings taxonomy: hard, soft, and cost avoidance.
- Savings validation and benefits tracking.
- Purchasing dashboards and value reporting.

Conclusion

By successfully completing The Complete Course on Purchasing Management, participants will have acquired a practical command of spend analysis, category strategy, sourcing, negotiation, contract administration, and process control. They will know how to select suppliers on total cost, run defensible tenders, and negotiate outcomes that create value beyond price. In addition, the course prepares delegates to control the purchase-to-pay cycle and prove purchasing value with evidence. As a result, they return to work ready to run purchasing as a complete, strategic function. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

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FAQs for The Complete Course on Purchasing Management course

Q1 What is the "The Complete Course on Purchasing Management" course about?

It is a five-day programme that covers the buying cycle from spend analysis to supplier performance. It covers category strategy, sourcing and tendering, negotiation, commercial terms, contract administration, purchase-to-pay process control, supplier performance, risk, and savings reporting.

Q2 What are the key benefits of the "The Complete Course on Purchasing Management" course?

Participants gain the ability to analyse spend and build category strategies, run structured sourcing events, and negotiate value beyond price. They also learn to control the purchase-to-pay cycle, reduce maverick buying, manage supplier risk, and prove purchasing savings with figures that stand up to audit.

Q3 What skills will I gain from the "The Complete Course on Purchasing Management" course?

Spend analysis and category strategy with ABC and Kraljic positioning, strategic sourcing with weighted evaluation and TCO-based supplier selection, negotiation with BATNA and value-based techniques, and contract administration with purchase-to-pay process control and supplier performance management.

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Q4 What tools, methods, or standards are covered in the "The Complete Course on Purchasing Management" course?

The course covers purchasing maturity models, spend cube and ABC analysis, the Kraljic matrix and category positioning, RFQ, RFP, competitive dialogue and open tender routes, prequalification and capability assessment, weighted technical and commercial evaluation matrices, total cost of ownership modelling, BATNA, ZOPA and reservation value analysis, Incoterms, fixed price, cost-plus and framework contract types, service level agreements and performance clauses, obligation registers and notice management, requisition and purchase order workflows, three-way match and invoice matching controls, catalogue management and guided buying, KPI frameworks and supplier scorecards, supplier segmentation models, procurement risk registers, savings taxonomy and benefits tracking, and purchasing dashboards.

Q5 How is the "The Complete Course on Purchasing Management" course applied in real-world practice?

Delegates apply it through purchasing policies, spend analysis reports, category strategies, sourcing plans, tender documents, evaluation models, negotiation plans, purchase orders, contract files, obligation registers, invoice matching rules, supplier scorecards, risk registers, savings trackers, and purchasing dashboards. They also use it to prepare audit-ready documentation and to brief leadership on purchasing value delivery.