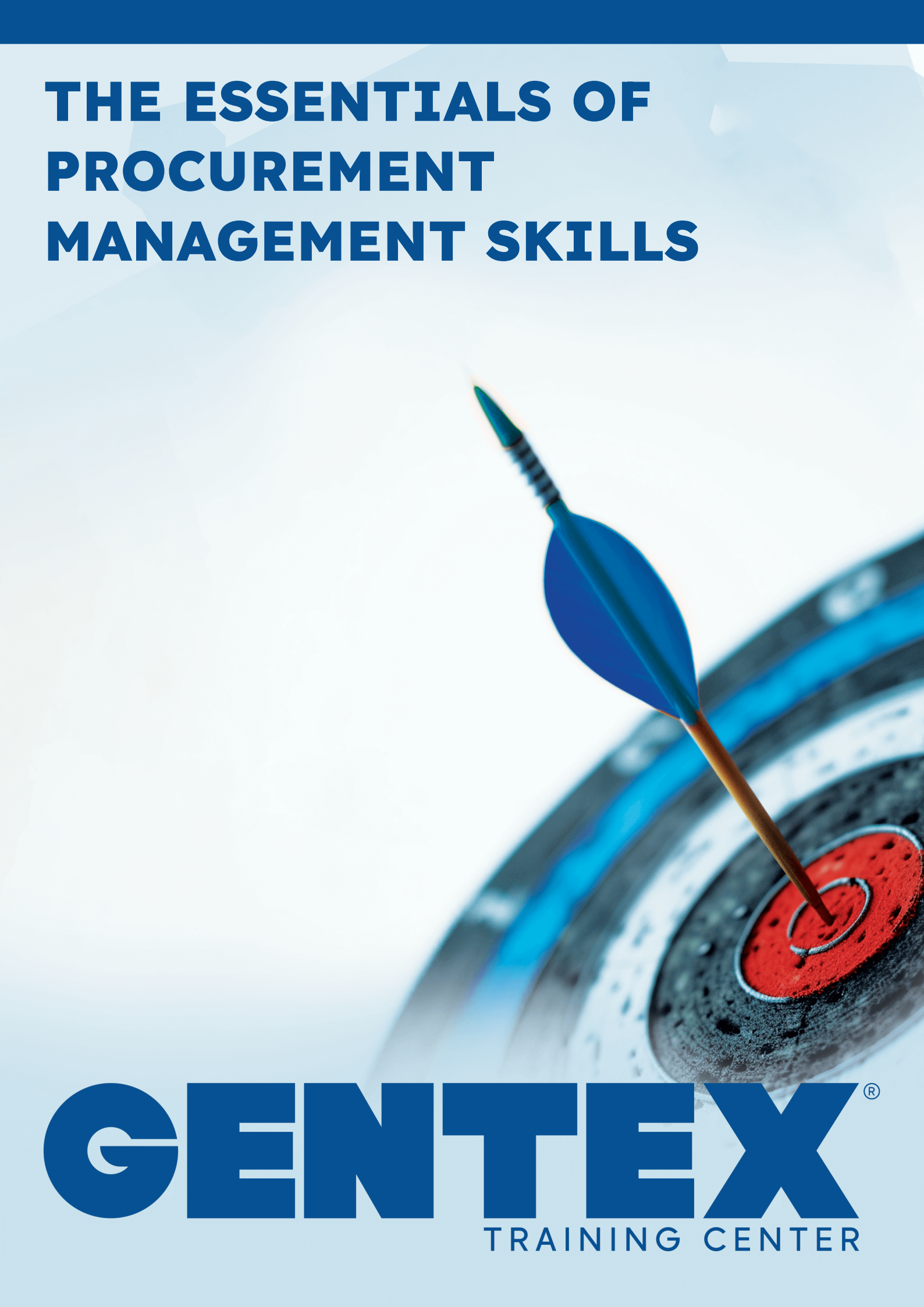
THE ESSENTIALS OF PROCUREMENT MANAGEMENT SKILLS



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TRAINING CENTER

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Introduction

The Essentials of Procurement Management Skills examines the core capabilities every buying professional needs, from understanding requirements to selecting suppliers and controlling orders. This Training Course covers procurement planning, specification review, sourcing methods, supplier evaluation, negotiation basics, and contract administration. Participants study the Kraljic matrix, total cost of ownership, RFQ and RFP routes, Incoterms, and purchase-to-pay controls. Furthermore, the programme connects method to practice through sourcing exercises, evaluation labs, and supplier conversation role-plays. As a result, delegates leave able to run procurement tasks with structure, evidence, and confidence.

The Essentials of Procurement Management Skills Course Objectives

- Define procurement, purchasing, and supply management roles.
- Apply the procurement cycle from requirement to payment.
- Prepare specifications, scopes, and statement of work documents.
- Select sourcing routes: RFQ, RFP, tender, and framework.
- Evaluate suppliers using criteria, weightings, and total cost of ownership.
- Apply the Kraljic matrix to category treatment decisions.
- Conduct structured negotiations on price, delivery, and terms.
- Administer purchase orders, contracts, and variations properly.
- Apply Incoterms and delivery responsibility rules correctly.
- Measure supplier performance and report procurement outcomes.

Course Methodology

- Interactive workshops using real procurement documents.

- Structured sourcing, tender, and evaluation exercises.
- Cost comparison and total cost of ownership labs.
- Negotiation role-plays with coached feedback.
- Purchase-to-pay process mapping and control design.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

- New and junior procurement officers.
- Buyers and assistant buyers.
- Purchasing administrators and coordinators.
- Supply chain and stores staff.
- Technical staff writing specifications.
- Finance staff supporting purchasing.
- Professionals entering procurement roles.

The Essentials of Procurement Management Skills Course Outlines

Day 1: Procurement Foundations and the Buying Cycle

- Defining procurement, purchasing, and supply management.
- The procurement cycle from requirement to payment.
- Roles, responsibilities, and delegated authority.
- Procurement policy, procedures, and internal controls.
- Ethics, integrity, and conflicts of interest.
- Identifying internal customers and their needs.

- Building the procurement plan and timetable.

Day 2: Requirements, Specifications, and Sourcing Methods

- Requirement definition and demand consolidation.
- Specification drafting and avoiding over-specification.
- Statement of work and scope documents.
- Sourcing routes: RFQ, RFP, open tender, and framework.
- Prequalification and supplier market scanning.
- Tender documentation and communication rules.
- Clarification handling and bidder queries.

Day 3: Supplier Evaluation and Selection

- Weighted evaluation criteria and scoring models.
- Technical and commercial evaluation practice.
- Total cost of ownership and lifecycle cost comparison.
- The Kraljic matrix and category positioning.
- Reference checks and capability assessment.
- Award recommendation and notification.
- Documenting decisions for audit.

Day 4: Negotiation and Commercial Terms

- Negotiation preparation and objective setting.
- BATNA, ZOPA, and reservation value basics.
- Negotiating price, payment, delivery, and warranty.

- Incoterms and delivery responsibility allocation.
- Contract types: fixed price, cost-plus, and framework.
- Recording and implementing agreed terms.
- Ethical and cross-cultural negotiation practice.

Day 5: Order Management, Performance, and Reporting

- Requisition, approval, and purchase order workflows.
- Order confirmation, expediting, and delivery follow-up.
- Receiving, inspection, and three-way match controls.
- Invoice processing, payment terms, and records.
- Supplier performance KPIs and basic scorecards.
- Handling disputes, shortages, and returns.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing The Essentials of Procurement Management Skills, participants will have acquired a practical command of the procurement cycle, specification preparation, sourcing methods, supplier evaluation, negotiation basics, and order management. They will know how to compare suppliers on total cost, apply delivery terms correctly, and keep complete records that satisfy audit. In addition, the course prepares delegates to measure supplier performance and improve their own way of working. As a result, they return to work ready to handle procurement tasks accurately and confidently. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

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FAQs for The Essentials of Procurement Management Skills course

Q1 What is the "The Essentials of Procurement Management Skills" course about?

It is a five-day programme that covers the core tasks of the buying role. It explains the procurement cycle, specification and scope preparation, sourcing routes, supplier evaluation, negotiation basics, commercial terms, purchase order management, delivery terms, and supplier performance reporting.

Q2 What are the key benefits of the "The Essentials of Procurement Management Skills" course?

Participants gain the ability to write clear requirements, run structured sourcing events, and compare suppliers on total cost rather than price alone. They also learn to apply Incoterms correctly, keep records that withstand audit, and manage orders and supplier issues without delay or misunderstanding.

Q3 What skills will I gain from the "The Essentials of Procurement Management Skills" course?

Procurement cycle management from requirement to payment, specification and scope preparation with sourcing method selection, supplier evaluation with weighted scoring and total cost of ownership comparison, and negotiation with order administration and supplier performance measurement.

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Q4 What tools, methods, or standards are covered in the "The Essentials of Procurement Management Skills" course?

The course covers the procurement cycle model, procurement policy and internal control frameworks, specification and statement of work formats, RFQ, RFP, open tender and framework sourcing routes, prequalification and market scanning, weighted evaluation criteria and scoring matrices, total cost of ownership and lifecycle cost comparison, the Kraljic matrix and category positioning, BATNA, ZOPA and reservation value basics, Incoterms, fixed price, cost-plus and framework contract types, requisition and purchase order workflows, three-way match and invoice matching controls, supplier performance KPIs and basic scorecards, and dispute, shortage and return handling procedures.

Q5 How is the "The Essentials of Procurement Management Skills" course applied in real-world practice?

Delegates apply it through procurement plans, specifications, tender documents, supplier evaluation models, award recommendations, negotiation plans, purchase orders, order confirmations, goods receipt records, invoice matching reports, supplier scorecards, and procurement records. They also use it to brief internal customers on requirements and to prepare files for audit review.