



Purchasing Best Practices

How should you tackle the challenges that your purchasing job entails?

What tools will help you manage the complete purchasing process?

How can you analyse your supplier markets and anticipate the inherent risks?

Who can benefit:

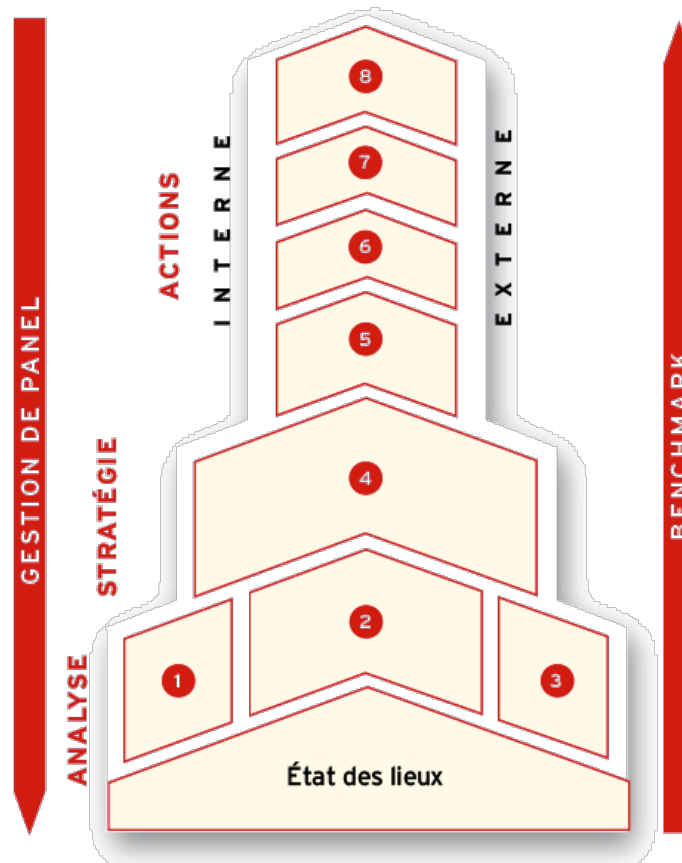
- Anyone in purchasing (production and non-production): purchasing managers, lead buyers, commodity buyers, project buyers, site buyers, etc
- Those responsible for purchasing (project managers, plant directors, etc)

If you want to...

- **Analyse** your purchasing portfolio and the related stakes
- **Structure** and define specifications
- **Survey** the market to identify which suppliers to approach
- **Understand** cost drivers and total cost of ownership in order to set price objectives
- **Develop** a purchasing strategy and identify the right levers to strengthen your position with suppliers
- **Carry** out an RFQ and analyse the tenders
- **Understand** contract clauses in order to reduce legal risks
- **Manage** suppliers via performance indicators

...Then this course is for you.

Model which guided the course design



ANALYSE

- Identifying the need
- Analyzing the supplier market
- Analysing costs

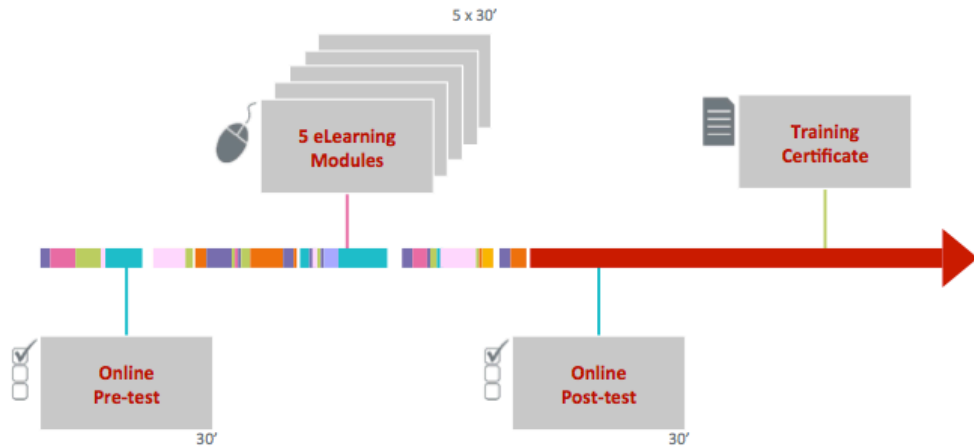
STRATEGY

- Building a purchasing strategy

ACTIONS

- Tendering and analysing offers
- Negotiating
- Contracting
- Monitoring performance

Your training path



Knowledge self-assessment

The purchasing process

eLearning module 1

- Assessing the purchasing stakes for the company.
- Understanding the purchasing process.
- Identifying the key players in the purchasing process.
- Analysing your purchasing portfolio.

Purchasing project: needs analysis

eLearning module 2

- Assessing a purchasing project's technical file.
- Performing a precise and well-structured analysis of a technical file.
- Developing your listening skills.
- Using quantitative and financial data in your analysis.
- Optimising specifications.

Your training path (continued)

Purchasing project: supplier market analysis

eLearning module 3

- Gathering relevant information.
- Analysing market forces.
- Applying the nine-point supplier risk assessment.
- Communicating recommendations to internal players effectively.

Purchasing project: cost analysis

eLearning module 4

- Calculating the Total Cost of Ownership (TCO).
- Understanding the mechanics of pricing.
- Defining a cost model based on cost drivers.

Purchasing strategies

eLearning module 5

- Defining a purchasing strategy.
- Using a key factor analysis model: the SWOT matrix.
- Analysing purchasing risks.
- Identifying appropriate strategic levers.
- Defining strategic purchasing action plans .

Progress self-assessment

Personalized support throughout your course

- You can track your progress through the course on the web platform
- A technical hotline is available weekdays to make sure your course runs smoothly: elearning@cegos.ch

Evaluation and Certification

Evaluation

Online pre-test: diagnostic evaluation before the eLearning modules

- 10 random questions from all the eLearning modules to diagnose previous knowledge. Can only be taken once. Results do not count.

Online post-test: final evaluation after the eLearning modules

- 10 random questions from all the eLearning modules to assess the achievement of the learning outcomes. Can be taken many times and records the best score.

Certification

In order to obtain your training certificate, you must complete all the eLearning modules and obtain **a score of at least 80%** on the online post-test.

