



Specialised



Professional Purchasing and Procurement Skills



1 Day Course



Classroom or Virtual Blended Training



About the Course

 **Classroom:** R 6, 850 Excl. VAT | **Virtual Training:** R 6, 200 Excl. VAT

Modern purchasing and supply chain management professionals are employing a host of competencies and practices to specify, source, order, expedite, receive and warehouse materials and goods for their companies.

The most effective of these professionals understand how to successfully integrate activities within the purchasing process with other disciplines such as finance, production, and marketing.

This 2-day **Professional Purchasing and Procurement Skills** course will challenge purchasers to consider and respond to a multitude of external forces.

These include increased BEE procurement spend, e-commerce, purchasing and supply management, customer care, legalities and global purchasing.



[View Public Dates](#)



2 Days



Accessible from any Location on any Device



Certificate of Attendance

What you will learn

- Developing insights into how the effective use of purchasing and supply chain management can add value to your business and its bottom line
- Formulating the framework of an effective purchasing and supply chain management system
- Implementing leading purchasing practices including consignment stock, contracts and single sourcing, outsourcing and benchmarking
- Considering the aspects needed for successfully implementing a sustainable BEE Procurement Policy
- Applying the latest thinking with regards to managing supplier relationships
- Comprehending the importance of, and best manner to implement customer service strategies within your purchasing function
- Grasping some purchasing legalities of and using these insights to draft suitable supplier agreements
- Producing appropriate policies for dealing with issues such as purchasing fraud, confidentiality, fair trade practices, and gratuities
- Investigating strategies for developing global procurement as an alternative source of supply

Who should attend

Purchasing and Procurement Managers/Specialists, Finance Managers, Operation Managers, Line Managers, Project Managers, Supply Chain Managers, Accountants, Auditors, B-BBEE Consultants and Specialists



“A very informative and engaging course where I learnt a lot about the key areas of procurement and the supply chain.”

- **Purchasing Manager**
Mint Management

Course Programme Agenda

How Effective Purchasing Adds value to the Business

- What does the most effective business model look like?
- How does purchasing compliment your company's strategy and / or business purpose?
- What is the role of purchasing in the supply chain?

The Importance of Customer Care in Purchasing

- Differentiating between Internal and External Customers and developing appropriate strategies for each
- Comprehending the importance of meeting "defined needs" and how this relates to customer satisfaction
- Building relationships with interface personnel
- Implementing Service Level Agreements

How the Purchasing Function impacts on Financial Issues

- Understanding purchasing's effect on the Income Statement, Balance Sheet and Cashflow Statement
- Comprehending "purchasing for profit" and how purchasing can save the company money
- Developing strategies to protect the Cashflow
- Using payment terms that suit your company
- Using Economic Order Quantities
- Using appropriate inventory control methods to minimise holding of excessive stock
- How to calculate Total Acquisition Costs
- Costing in an inflationary environment to micro and macro changes

Managing Supplier Relationships

- Managing the supply chain from supplier to end user
- Evaluating suppliers and the supplier awards in order to reduce risk
- Communicating with suppliers from the top down
- Creating partnerships with suppliers through effective value managed relationships
- Understanding the shared profit motive and knowing how and when to implement open book pricing policies

Special Focus Session: Implementing an Affirmative Procurement Strategy

- An overview of the current legislation on Preferential Procurement
- Key elements to consider before embarking on implementing Affirmative procurement
- Methods of increasing the "Spend" with BEE Suppliers
- Setting realistic Contract Participation Goals
- Understanding the proper use of resource specification and "Set Asides"
- Effectively using the "Balanced Scorecard" for BEE
- Identifying false or misrepresented BEE statuses
- Working the new suppliers into the system

Developing the Framework of an Effective Purchasing and Supply Chain System

- Learning from the mistakes of others in order to identify some best purchasing practices
- Applying the most effective techniques to specify and source items to be purchased
- Using certificates of quality and conformance to requirements
- Understanding the fallacies of quality management systems
- Employing the latest principles for expediting the delivery and receipt of items
- The role of warehousing in the context of reordering
- Using audits to evaluate the performance of purchasing



Course Programme Agenda

Guidelines for International Purchasing

- Purchasing from overseas and importing of products via agents
- Understanding shipping issues (F.O.B, C.M.F, Ex works, INCO terms)
- Assessing political and FOREX risk and commodity price fluctuations

Implementing Leading Purchasing Practices

- Using contracts and single sourcing
- Employing consignment stock
- Utilising benchmarking and competitive positioning
- Forming alliances with other companies to reduce input costs
- How and when to use outsourcing
- Using electronic ordering – EDI, and E-commerce

Understanding some Legal Purchasing Practices

- Understanding levels of authority within the company
- Do you have adequate conditions of purchase and does everybody know them?
- Drawing up contracts:
 - Understanding legal terms and terminology
 - Identifying whose conditions apply
 - Getting proper commercial/legal advice

Developing Appropriate Ethics and Business Etiquette in Purchasing and Supply Chain Management

- Employing "Fair Trade" practices
- Maintaining confidentiality with privileged information about market players
- Setting company policy on how to give and receive gifts and gratuities

Preventing and Dealing with Fraud and Corruption

- Understanding white collar crime in South Africa
- How corruption occurs and fraud is committed in purchasing
- Implementing essential controls
- Identifying perpetrators
- Possible Outcome" for Future Improvement
- Know & Avoid the most Common Mistakes Negotiators make at the end of a Negotiation

In today's highly competitive business world each function within the organisation is being called on to show how it contributes to the overall success of the firm.

Like many service departments the purchasing function has come under scrutiny and organisations throughout the world are evaluating whether their purchasing and supply chain management processes add value to the company.

The most proactive are recognising that these functions play a role that is swiftly becoming of vital importance to the firm's success.

Short Course Training Formats

We offer 2 Short Course Training Formats, to fit in with your staff development and upskilling objectives.



Public Training

Public training is the ideal choice to develop a specific skill, and it gives employers the opportunity to pre-plan staff training in advance. Every month, we pre-schedule various short courses for the public.

*Classroom training (Johannesburg only) and Blended / Virtual Training (nationwide) is available.



Onsite / In-House Training

Have a group of delegates and want a tailored organisation-specific training solution? Onsite training is the perfect choice! We can customise your staff training to meet your organisation's needs on a date and at a venue that suits you.

*Classroom training (nationwide) and Blended / Virtual Training (nationwide) is available.

Blended training is available on these popular platforms:



Benefits of this Short Course

- Staff Acquire Vital Skills
- Increases Efficiency and Productivity
- Motivates and Empowers Staff
- Future-Proofs your Workforce's Abilities
- Immediate Impact on Job Performance
- Can lead towards a Competitive Advantage
- Can Count towards your B-BBEE Score
- Provides a Great Networking Opportunity

Features of this Course

- Accessible from any Geographic Location
- Expert Facilitators
- Practical and Intensive Sessions
- Researched to Meet Workplace Demands
- Skills you can 'Plug-and-Play' into the Workplace

CBM On-Demand Training when YOU need it!

No public training short course scheduled on a date when you need it most? No problem. With **CBM On-Demand** we can schedule any course you want, for as many delegates as you need, when YOU want to!

All you need to do to arrange your 'On-Demand' course is to get in touch with us on (011) 454 5505 or email cassidy@cbm-training.co.za. Let us know what your skills development requirements are and we will then arrange your On-Demand course, when YOU need it.



Interested? Here's the Next Step



SIGN UP NOW AND SECURE YOUR PLACE

1. [Click here](#) to register online.
2. Select the training methodology you prefer and the date you would like to attend.
3. Click "make a booking" and fill out the quick online registration form.
4. Choose your payment method to finalise the booking and pay via EFT or credit card.

OR

Click on the buttons below to get a cost estimate before booking.

Work out a Cost Estimate

Request a Quotation



HAVE ANY QUESTIONS?

Our professional customer support team is eager to assist and provide you with comprehensive advice and recommend effective skills training solutions.

[Click here](#) to start a live chat with an agent *(available during business hours only)*.

Alternatively, call us on +27 (0)11 454 5505 or email info@cbm-training.co.za.

ACCREDITATION AND B-BBEE



CBM Training holds full institutional accreditation status with the Services SETA – accreditation number 0057.



CBM Training has a B-BBEE Level 2 certificate. We have been evaluated and audited by the BEE Verification Agency.

GET IN TOUCH

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