

## PURCHASING SUPPLY

### DURATION

3 to 4 days  
Days of 7h

### Intra-company price

Average Daily Rate -  
From 1000 € excl. taxes

### Group size

1 to 8 persons

Customer Satisfaction : 84,25% ★★★★★

## 1 PUBLIC

This training is intended for companies in all sectors of activity who wish to increase the skills of their employees on the concepts and principles of **purchasing and supply management**.

This training can be part of the change support that CONCRET offers in the context of the deployment of new ERPs or projects to digitize the company's activities.

## 2 PREREQUISITES

There are no knowledge or qualification prerequisites to attend this training.

The public concerned must, as part of their professional activity, be involved in the various purchasing and supply functions.

## 3 TRAINING OBJECTIVES

The purpose of this module is to provide a general understanding of supply management techniques.

At the end of the training:

- You will be able to:
  - Define the procurement and purchasing management process
  - Define new procurement and purchasing data management rules
  - Configure the supply and purchasing management module in the new application.

## 4 TRAINING CONTENT

The content of the training, its duration will be personalized and adapted to meet your specific requirements and the case of your company.

- > **Purchasing process**
- > **Supply policy.**
- > **Supply tools.**
- > **The calculation of command point, simple approach.**
- > **Concept of requirement.**
- > **Evaluation of the necessary safety stock of the quantity to be ordered.**
  
- > **Missions**
  - Roles and tasks of the buyer.
  - Roles and tasks of the supplier.
  - Get organized on a daily basis: The work of collaboration between buyers and suppliers.
  
- > **Requirements expression**
  - The ABC of purchasing families.
  - The purchase request.
  - The two types of requirements expression.
  - Drafting of specifications.
  - The product sheet.
  
- > **Selection and choice of suppliers**
  - Finding the right supplier: where and how to look for?
  - Monopolies and risky markets.
  - The supplier sheet.
  - Submit a call for tenders and compete.
  - The skinning tools to choose.
  - Evaluate a supplier.

> **The contract negotiation stage**

- Legal bases.
- Framework contract and open orders.
- Structure your negotiation effectively.

> **The follow-up**

- The Quality – Cost – Deadline criteria.
- Use objective indicators.
- The powerful purchasing scoreboard.

## 5 TEACHING MEANS

- Illustrations and comments around examples already implemented and tested.
- Practical translation in the case and context of the Organization.

## 6 TECHNICAL MEANS

This training is carried out face-to-face or remotely with the actors.

Face-to-face, it will require the provision of a video projector and/or a screen, a paperboard.

Remotely, it will require the necessary infrastructure to support the use of ICT (secure connection, use of collaborative communication application (Team's)...).

## 7 ASSESSMENT OF LEARNING

The achievements of the training will be evaluated by practical situations within the company. A knowledge assessment will also be organized to measure progress.