



Asia Masters Center

Effective Purchasing, Tendering and Supplier Selection





Effective Purchasing, Tendering and Supplier Selection

➔ Course Objective

- Identify and reduce procurement risk through development of a plan of action
- Enable improved performance from your existing suppliers through evaluation and performance measurement
- Understand and strengthen your supply chain
- Improve operating relationships within your organisation
- Award contracts on the basis of measured performance/criteria
- Provide a working understanding of the Negotiation process

➔ Target Audience

- Purchasing professionals
- Those involved in defining the specification and evaluating supplier performance
- Those involved in preparing and analysing bids
- Those with an involvement in supplier relationships
- Those whose role involves negotiation with outside agencies

➔ Course Outline

- **DAY 1**
- **What is the Role of Purchasing in the Company**
- Introduction to Purchasing and its contribution to the organisation
- What is the purpose of a business
- Dealing with the problem of being a “go between“
- Purchasing process and cycle of procurement



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- Positioning purchasing within the company
- Vision, Mission and Value of Purchasing
- Purchasing Structure
- Where to find performance improvement
- **DAY 2**
- **Developing the Purchasing Strategy**
- How to reach the internal customer
- Developing Purchase agreements
- Importance of being involved in creating the specification
- Supplier selection methodology
- Criteria for pre-qualifying suppliers
- Integrating the supplier selection process
- Positioning your need and you value against the market
- The role of ISO 9000
- **DAY 3**
- **Selecting the Right Supplier & Evaluating Performance**
- Conditioning the supplier to meet your requirement
- The total cost approach to purchasing
- Analysing Cost
- Analysing Value
- Hidden costs
- Life cycle costing
- Using Price indices
- Performance evaluation
- **DAY 4**
- **Tendering and Analysing The Bid**
- Process needs
- Types of tender
- Electronic commerce / E Auctions
- Evaluating a bid objectively
- Terms and Conditions of contract



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- Standard contract clauses
 - Methods of Payment
 - Expediting the agreement
 - What if the contract fails to deliver – legal issues
 - **DAY 5**
 - **Negotiating the Contract and Preparing a Plan of Improvement Action for Purchasing**
 - Defining negotiation
 - Obstacles to effective negotiation
 - Different styles of negotiation
 - The tools of the process
 - Phases of a negotiation
 - What to do and what not to do
 - Focus on four key areas of world class performance
 - Evaluating performance gaps
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- **The Feature Of Asia Master Training And Development Center**
- we pick up the customer from the airport to the hotel.
 - we give the participant training bag includes all the necessary tools for the course.
 - Working within groups to achieve the best results.
 - All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
 - We can assist you in booking hotels at discounted prices if you wish to book through us.
 - We offer the certificate from Asia Masters Center for Training and Administrative Development.



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➔ The Cost Of The Training Program Includes The Following:

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.

Price (USD)

Communicate with the training department
to know the participation fees

➤ **There are offers and discounts for groups**

The details of the bank account

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