



# aractech

Global Learning for Operational Leaders

PROCUREMENT AND SUPPLY CHAIN MANAGEMENT | PSCM-022

## Certificate in Purchasing Management Best Practices

### Contact

+31 85 7444446  
[info@aractech.com](mailto:info@aractech.com)  
<https://aractech.eu>

### Address

Waarderweg 50, 2031PB Haarlem - Netherlands.

# Course content

## Why Attend

Purchasing management has a direct influence on organisational costs, supplier reliability, operational continuity, product and service quality, and overall business performance. Effective purchasing requires more than obtaining competitive prices. It involves understanding business requirements, selecting capable suppliers, managing commercial risks, negotiating favourable terms, and maintaining transparent purchasing processes.

Organisations with poorly structured purchasing activities frequently experience unnecessary expenditure, inconsistent supplier performance, delayed deliveries, weak contract compliance, and limited visibility over procurement commitments. Addressing these challenges requires disciplined purchasing procedures, reliable market intelligence, effective supplier relationships, and measurable performance controls.

## Course Methodology

- The programme combines instructor-led discussions, purchasing case studies, supplier evaluation exercises, commercial negotiation simulations, procurement process mapping, cost analysis workshops, and practical performance measurement activities.
- Participants work with realistic purchasing scenarios involving supplier quotations, bid evaluations, purchase orders, delivery issues, commercial negotiations, and purchasing control weaknesses. Practical exercises focus on applying recognised purchasing management practices to everyday procurement decisions.

## Course Objectives

- Explain the strategic and operational responsibilities of purchasing management
- Develop purchasing plans aligned with organisational requirements and budgets
- Apply structured purchasing policies and procurement procedures
- Evaluate suppliers using commercial, technical, financial, and operational criteria
- Analyse purchase prices, total cost of ownership, and supplier quotations
- Prepare and conduct effective purchasing negotiations

## Target Audience

- This course is suitable for:
- Purchasing managers and supervisors

- Procurement officers and purchasing specialists
- Buyers and senior buyers

# Course outline

## Detailed course outline

Day-by-day outline for Certificate in Purchasing Management Best Practices.

### Day 1 - Purchasing Management Fundamentals and Procurement Planning

- Understanding the role of purchasing within organisational operations, supply chain management, cost control, and business performance
- Distinguishing strategic sourcing, procurement, purchasing, and supply management responsibilities
- Developing purchasing policies, approval authorities, delegation limits, and standard operating procedures
- Translating operational requirements into purchasing plans, specifications, delivery schedules, and budget commitments
- Applying purchasing expenditure analysis, demand consolidation, and purchase categorisation to identify efficiency opportunities
- Practical workshop: Developing a purchasing plan with defined requirements, expenditure priorities, approval controls, and sourcing schedules

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### Day 2 - Supplier Sourcing, Evaluation and Selection Best Practices

- Identifying potential suppliers through market research, supplier databases, industry networks, and structured sourcing activities
- Preparing requests for information, requests for quotation, and requests for proposal based on purchasing requirements
- Developing supplier prequalification criteria covering technical capability, financial stability, quality, capacity, delivery reliability, and compliance
- Evaluating supplier quotations using weighted scoring models, commercial comparisons, and total cost of ownership analysis
- Assessing supplier concentration, supply continuity, financial exposure, and other sourcing-related risks
- Practical exercise: Conducting a supplier evaluation and preparing a documented purchasing recommendation using competing supplier proposals

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### Day 3 - Purchasing Negotiation, Cost Management and Commercial Agreements

- Understanding purchasing cost structures, price drivers, market conditions, and supplier pricing strategies
- Applying total cost of ownership, lifecycle cost analysis, and cost reduction techniques to purchasing decisions
- Preparing purchasing negotiation strategies with defined objectives, alternatives, concession limits, and supplier considerations
- Practising negotiation techniques for pricing, payment terms, delivery commitments, warranties, service levels, and contractual conditions
- Understanding essential purchasing agreement provisions, including specifications, acceptance criteria, liabilities, change control, and dispute resolution
- Negotiation simulation: Developing and negotiating a purchasing agreement that balances cost, quality, delivery performance, and commercial risk

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### Day 4 - Purchasing Operations, Supplier Coordination and Internal Controls

- Managing the purchasing cycle from purchase requisition and approval through purchase order issuance, delivery, receipt, and invoice matching
- Improving purchase order accuracy, delivery scheduling, order expediting, and communication with suppliers and internal stakeholders
- Applying three-way matching, segregation of duties, approval controls, and purchasing documentation requirements
- Managing purchasing exceptions involving delayed deliveries, incorrect quantities, quality problems, price discrepancies, and supplier non-conformance
- Using ERP systems, electronic purchasing platforms, and digital workflows to improve transaction processing and purchasing visibility
- Case study: Reviewing a purchasing process to identify bottlenecks, control weaknesses, delivery failures, and opportunities for operational improvement

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### Day 5 - Supplier Performance, Purchasing Governance and Continuous Improvement

- Establishing supplier performance indicators covering quality, on-time delivery, responsiveness, cost competitiveness, and contractual compliance
- Conducting supplier performance reviews, managing corrective actions, and developing supplier improvement plans
- Strengthening purchasing governance through ethical sourcing, conflict-of-interest controls, fraud prevention, and transparent supplier decision-making
- Developing purchasing performance dashboards covering cost savings, purchase order cycle time, procurement compliance, and supplier reliability
- Applying continuous improvement techniques to reduce purchasing lead times, eliminate unnecessary activities, and improve purchasing productivity
- Capstone exercise: Developing and presenting a Purchasing Management Best Practices Framework covering procurement planning, supplier selection, negotiation, purchasing controls, supplier performance, and improvement priorities

# Seminar dates

## Available seminar dates

Live dates and pricing for Certificate in Purchasing Management Best Practices generated from the course details page.

| Date | Location | Format | Fee |
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