



Institute for Capacity Development (ICD)

Suite 3B, Third Floor| Capital Centre Building, Werner List Street| P O Box 10193, Khomasdal, Windhoek, Namibia|
Phone: +264-61-401445 |Cell: +264816303279, +264813866883 |Fax: +264-61-401446 |E-mail: coordinator@icdtraining.com |

Purchasing and Cost Saving Techniques

Course Objectives

By the end of this course, participants should be able to:

- Design and apply cost saving strategies
- Perform the strategic role of the purchasing department.
- Carry out accurate supplier evaluation.
- Identify the importance of value analysis to purchasing.
- Evaluate the performance of the department using proper Key Performance Indicators.
- Improve the efficiency of the purchasing function.
- Increase the skill sets in finding savings opportunities.

Target Groups

- Buyers,
- Purchasing supervisors,
- Purchasing managers
- Procurement personnel
- Accountants

Course Outline

- Management Principles and practices
- Strategic Function of Purchasing
- The Link of the Purchasing Function with the Organizational Strategy
- How Do Other Functions View Purchasing
- Creating a Purchasing Mission Statement
- Understanding the Concerns of Senior Management
- Standards Of Ethics In Purchasing And Contracting Conduct
- Developing Purchasing Material/Services Strategic Plan
- Key Performance Indicators (KPIs) for Purchasing
- Balancing Quality, Service and Price
- Supplier Evaluation

- Understanding Of Supply Marketplace and How Suppliers Price
- Factors Used to Evaluate Suppliers on Total Performance
- Choosing the Right Suppliers
- Ways of Promoting Good Supplier Relations
- Planning for Negotiation
- Negotiating with Suppliers
- Power in Negotiation
- Inventory Management
- ABC Analysis
- Controlling the Budget
- Cost Saving Methods
- Value Analysis
- Optimizing Purchasing Productivity
- Adding Value as a Purchasing Manager
- Managing and Evaluating the Department Performance
- Centralization versus Decentralization
- Reasons for Departmental Performance Appraisal
- Improving Purchasing Efficiency
- Evaluating Service to End Users
- Purchasing Policies and Procedures
- Database Management
- Action planning

Dates: 09th – 20th January 2012

Duration: 2 Weeks

Course Costs: US\$2950

Venue: Pretoria, RSA



Institute for Capacity Development (ICD)

Suite 3B, Third Floor| Capital Centre Building, Werner List Street| P O Box 10193, Khomasdal, Windhoek, Namibia|
Phone: +264-61-401445 |Cell: +264816303279, +264813866883 |Fax: +264-61-401446 |E-mail: coordinator@icdtraining.com |

Application/ Nomination Form

Organisation _____

Department _____

Email address _____

Postal address _____

Phone numbers _____

Course Title/ Code _____

Attendance Month/ Dates _____

	Surname	First Name	Position	Email
Delegate 1				
Delegate 2				
Delegate 3				
Delegate 4				
Delegate 5				
Delegate 6				

Attach a separate list in cases where the delegates are more than six (Applications can also be submitted online or by email).

Expected Benefits from participation _____

Authorised Signature: _____ Position _____ Date: _____