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## **Purchasing**

The nature of purchasing is changing fast. More people recognise the impact the process has on an organisation or company's prosperity in ever increasing competitive markets. In particular, purchasing is increasingly becoming an area of work that can contribute to real competitive advantage by controlling costs and getting value for money.

Changes in business such as 'Quality Management' have created a need for a different approach to purchasing. This has led to new tasks for buyers in the need to focus on more than just price as a measure

It is important therefore, that the people involved at all levels in a procurement process understand the requirements of modern purchasing, the changes in business that affect purchasing decisions and the role of the buyer.

### **Course Aim**

To understand the role and scope of purchasing and the competitive advantage that can be gained by understanding buying skills, strategies and procedures, for purchases typically below £10,000 per item or service.

By the end of the course the delegates will have an overview of buying processes and knowledge of what needs to be done to effectively operate as a modern buyer.

### **Course Content**

The role and scope of purchasing professionals  
Developing strategy and procurement objectives  
Deciding what to buy, preparing a specification and setting standards  
Finding, assessing, selecting and managing suppliers  
Determining price  
Competitive benchmarking  
Managing performance, price / quality / deliverability / error rates  
Quality and continuous improvement