Procurement & Supply Chain Management · PS191

# Procurement Best Practices

Cairo · 29 Nov 2026 - 3 Dec 2026

| Date | Venue | Duration |
|---|---|---|
| **29 Nov 2026 - 3 Dec 2026** | **Cairo** | **1 Week** |
| **Fee** | **Ref** | **Language** |
| **£3,100 GBP** | **PS191** | **English** |

## Introduction

Procurement has evolved from a simple administrative procedure to a full-fledged strategic business unit. It is no longer sufficient to simply convert requisitions into orders and then wait for the goods or services to be delivered. As a result, it is critical for Procurement to consistently deliver value to the organisation by delivering products and services that contribute to the organisation's well-being.

### In order to do this, Best Practices have to be implemented on four levels:

- Strategic
- Tactical
- Operational
- Contingency

This Procurement Best Practices training course will address the necessary conditions at all four levels for those delegates who want to implement high-performing Procurement functions.

## Course Objectives of Procurement Best Practices

### Participants attending this training course will:

- Comprehend the evolution of Procurement
- Examine the inputs, outputs, and processes of the system
- Design meaningful performance measurements
- Learn the necessary conditions to be taken on all four levels

## Course Methodology of Procurement Best Practices

Participants will expand competencies via various instructional techniques including a lecture by an experienced practitioner and consultant, exercises, review published articles, and group discussions covering current practices and their relationship to the implementation of new concepts.

## Organisational Impact of Procurement Best Practices

### The organisation will benefit by:

- **The ability to deliver real value in a shorter time**
- Reduce the number of non-values adding activities
- Improved relations between personnel, customers and suppliers
- Reduction in total cost of ownership
- Improved supplier performance

## Personal Impact of Procurement Best Practices

### Attendees will gain by participating in this training course as a result of:

- Increased skill sets in all phases of strategic procurement
- Greater ability to lead, plan, and manage the procurement process
- A greater sense of professionalism and being able to contribute to the organisation’s strategic objectives
- Increased Knowledge about Key Performance Indicators
- Increased recognition by the organisation due to improved performance

## Target Audience of Procurement Best Practices

- Contracts, Purchasing, and Procurement Personnel
- Project, Engineering, Operational, and Maintenance, Personnel who are involved in the planning, and execution of purchases and contracts
- All involved in the acquisition of materials, equipment, and services and who are in organisations whose leadership want high levels of competency in those involved in these activities

## Course Outlines of Procurement Best Practices

### DAY 1

### Seeing Procurement as a Dynamic, Interactive System

- The System Approach vs. the Traditional Functional Approach
- What is the goal of Procurement?
- Developing the Strategic Procurement Plan
- An Overview of the Procurement Process
- Procurement as Part of the Supply Chain

### DAY 2

### Developing the Strategic Procurement Decisions

- Make / Buy Decision
- Vertical Integration
- Alliances and Partnerships
- Inter-company Trade
- Reciprocity and Counter Trade
- Supplier Strategy
- The Coordination Strategy
- The Purchasing Organisation

### DAY 3

## Implementing the Tactical Procurement Decisions

- Supplier Involvement
- Value Analysis
- Quality Assurance
- Supplier Selection
- Supplier Rating and Ranking
- Contract Management
- IT Systems and e-Procurement
- Policies and Procedures
- Staffing the Procurement Department

## DAY 4

## Dealing with Operational Procurement Decisions

- Selecting the most Appropriate Ordering Process
- Addressing Quality Issues
- Follow-up
- Overdue Orders
- Expediting
- The Payment Process
- Reducing the Cost of Procurement: Small Value Purchase Orders

## DAY 5

## Contingency Procurement Decisions

- The Different Contingency Situations
- Contingency Management

## Procurement Performance Measurement

- Spend Analysis
- Total Cost of Ownership
- Supplier Performance Measurement

**Register or ask about this course online**
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