Procurement & Supply Chain Management · PS184

# Effective Purchasing, Tendering & Supplier Selection

Kuala Lumpur · 28 Dec 2026 - 1 Jan 2027

| Date | Venue | Duration |
|---|---|---|
| **28 Dec 2026 - 1 Jan 2027** | **Kuala Lumpur** | **1 Week** |
| Fee | Ref | Language |
| **£5,000 GBP** | **PS184** | **English** |

## Introduction

This intensive five-day training course on effective purchasing, quoting, and supplier selection expands and strengthens your understanding of the critical role suppliers play in delivering superior customer service through an effective supply chain.
Participants will learn how to evaluate the performance of potential and current suppliers, as well as the factors that influence effective bidding.
This course also covers how to conduct effective negotiations that add long-term value to the organization.

### The key highlights of the training course are:

- Planning
- Tendering
- Communication and Negotiation
- Supplier Management
- Measuring Performance

## Course Objectives of Effective Purchasing, Tendering & Supplier Selection

### This training course plans to acquire an improvement of the understanding and knowledge of the participants; by the end of this course, you will learn to:

- Recognize and decrease procurement risk through the development of a plan of action
- Enable improved performance from your existing suppliers via evaluation and performance measurement
- Understand and strengthen your supply chain
- Award contracts on the basis of measured performance/criteria
- Provide a working understanding of the Negotiation process

## Course Methodology of Effective Purchasing, Tendering &

# Supplier Selection

This training course incorporates interactive presentations, case studies, participant activities, and exercises to maximize the impact of your learning experience. Participants have ample time to review ideas and apply the skills discussed.
This training course on effective purchasing, quoting, and supplier selection covers both the practical and theoretical aspects of purchasing.

## Organizational Impact of Effective Purchasing, Tendering & Supplier Selection

### The organization will benefit by:

- Improve the performance of established suppliers
- Deliver materials and services at reduced cost and increased value
- Raise the profile of purchasing within the company
- Retain money within the company through more productive negotiations
- Improve the professionalism of those within the purchasing function
- Drive improvement by identifying current problems and weaknesses

## Personal Impact of Effective Purchasing, Tendering & Supplier Selection

### As a result of this training course, participants will:

- Understand the fundamental tools of effective purchasing
- Operate with increased confidence when dealing with suppliers
- Manage internal relationships more effectively
- Better deliver improved negotiated outcomes
- Use measurement as a key tool in driving supplier improvement
- Understand the key elements of a well-structured tender

## Target Audience of Effective Purchasing, Tendering & Supplier Selection

### This training course is suitable for:

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

## Course Outlines of Effective Purchasing, Tendering & Supplier Selection

### DAY 1

### What is the Role of Purchasing in the Company?

- Introduction to Purchasing and its Contribution to the Organization
- Purchasing Process and Cycle of Procurement

- Positioning Purchasing within the Company
- Vision, Mission, and Value of Purchasing
- Where to find Performance Improvement?

## DAY 2

## Developing the Purchasing Strategy

- Developing Purchase Agreements
- Importance of being involved in Creating the Specification
- Supplier Selection Methodology
- Criteria for Pre-qualifying Suppliers
- Integrating the Supplier Selection Process

## DAY 3

## Selecting the Right Supplier & Evaluating Performance

- Conditioning the Supplier to Meet Your Requirement
- The Total Cost Approach to Purchasing
- Analyzing Cost
- Analyzing Value
- Life Cycle Costing

## DAY 4

## Tendering and Analyzing the Bid

- Process Needs
- Types of Tender
- Electronic Commerce / E Auctions
- Evaluating a Bid Objectively
- Methods of Payment

## DAY 5

## Negotiating the Contract and Preparing a Plan of Improvement Action for Purchasing

- Defining Negotiation
- The Tools of the Negotiation Process
- Phases of a Negotiation
- Obstacles to Effective Negotiation
- Evaluating Performance Gaps

### Register or ask about this course online

https://www.hplustraining.com/cities/kualalumpur/45648

training@hplustraining.com · +44 74 0108 8599 · +90 539 827 59 14