Procurement & Supply Chain Management · PS184

Effective Purchasing, Tendering & Supplier Selection

Online · 13 - 17 Dec 2026

Date	Venue	Duration
13 - 17 Dec 2026	**Online**	**1 Week**
Fee	**Ref**	**Language**
£1,400 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 organisation.

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:

- Recognise 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 maximise 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.

Organisational Impact of Effective Purchasing, Tendering & Supplier Selection

The organisation 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 analysing 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 Organisation
- 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
- Analysing Cost
- Analysing Value
- Life Cycle Costing

DAY 4

Tendering and Analysing 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

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