

## Introduction to Procurement

To provide a practical introduction to the principles and techniques of procurement

### Program outline

- The role of purchasing - policies - objectives- responsibilities -conduct
- Buying methods
- Supplier planning model
- Conditions of Contract - overview
- Buyers' contribution to specification and quality
- Sources of supply - research
- Appraisal and Selection of Suppliers - evaluation methods
- Price Analysis

### Benefits to the delegates

By the end of the programme delegates will be able to:

- Have an understanding of the value procurement can add
- Understand the basic concepts of an effective procurement system
- Apply a set of principles to most procurement activities.

### Benefits to the organisation

This course offers an excellent foundation for the 'new' buyer and is designed to provide a solid grounding that allows both the delegate and organization to benefit in the fundamentals of purchasing

### Duration & level

1 day. Introduction level program

### Who should attend

This introductory programme is aimed at practitioners new to procurement, operate in a part time role in procurement or those who are seeking to gain a knowledge of procurement