

Scandinavian Academy
Training Center

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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Procurement Best Practices

Code	City	hotel	Start	End	price	Language - Hours
PI-648SA	Al Khobar	Hotel Meeting	2027-11-07	2027-11-11	9950 SR	En - 25

Introduction

The Procurement function has developed from a simple administrative function to a fully fledged strategic business unit. No longer is it sufficient to simply turn requisitions into orders and then await the delivery of the goods or services. It therefore imperative for Procurement to constantly deliver value to the organisation by delivering products and services that contributes to the well-being of the organisation.

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

- Strategic
- Tactical
- Operational
- Contingency

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

Objectives

Participants attending the program will:

- Understand the evolution in Procurement
- Understand the evolution in Procurement
- Discuss the inputs, outputs and processes of the system
- Develop meaningful performance measurements
- Learn the necessary conditions to be taken on all four levels

Training Methodology

Participants will increase competencies through a variety of instructional methods including 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

The organisation will benefit by:

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

Personal Impact

Attendees will gain by participation in this program 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 organisationÃ¢â‚¬â„¢s strategic objectives
- Increased Knowledge about Key Performance Indicators
- Increased recognition by the organization due to improved performance

Who Should Attend?

- 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 organizations whose leadership want high levels of competency in those involved in these activities

SEMINAR OUTLINE

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

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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