

Convenient to purchase



ACH-34 3 Days (21 Hours)

Description

The performance of large companies is directly correlated to that of their purchasing function. Implementing and developing best purchasing practices are therefore a guarantee of success. After taking up the position, the buyer is expected to be operational very quickly and thus be able to generate lasting profits. This purchasing training allows you to decode and master the tools and practices of operational excellence in responsible purchasing. Faced with very concrete purchasing situations, you will train yourself in the efficient management of a purchasing category while mastering the stages of the process and using the associated tools.

Who is this training for ?

For whom

Future buyer. Entry-level buyer or product manager. Experienced purchasing assistant. Supplier or purchasing manager moving towards the Purchasing function. Purchasing manager wishing to identify good practices to be implemented by his colleagues.

Prerequisites

None.

Training objectives

- Acquire the reflexes of the best buyers: analyze the purchasing need and express it clearly.
- Select and monitor your suppliers.
- Optimize purchasing costs.
- Satisfy internal customers.
- Manage purchasing performance.
- Demonstrate the added value of purchases.

Training program

Repérer les étapes clés en achat

- Organize your purchasing function from need to follow-up.
- Identify purchasing contacts.
- Practical workshop scenario

Cerner tous les besoins en achats

- Identify the needs of internal customers.
- Classify products, services, suppliers and subcontractors.
- Practical workshop scenario

Analyser un besoin d'achat

- Obtain the description of the need from an internal client.
- Formalize it in the form of specifications.
- Scenario Simulation.

Analyser le marché pour effectuer un sourcing fournisseurs

- Find relevant sources of purchasing information.
- Use a market analysis table.
- Discover the concepts of risks and opportunities.
- Practical workshop scenario.

Lancer une consultation fournisseurs

- Prepare a comparison grid for technical and commercial offers from suppliers.
- Break down a price into cost items.
- Reason in total cost.
- Training scenario.

Préparer la négociation contractuelle

- Structure an interview using the purchasing negotiation grid.
- Distinguish between one-off orders, open orders and framework contracts.
- Identify the essential points of a purchasing contract 'purchase'.
- Practical workshop setting.

Piloter la performance en achats

- Optimize the purchasing dashboard.
- Discover the concepts of 'responsible supplier relations' and 'sustainable purchasing'.
- Practical workshop scenario.