



*Training Course:  
Procurement Best Practices*

*13 - 17 January 2025  
Accra (Ghana)*

## Training Course: Procurement Best Practices

Training Course code: PC4037 From: 13 - 17 January 2025 Venue: Accra (Ghana) - Training Course Fees: 5950 € Euro

### 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 was therefore imperative for Procurement to constantly deliver value to the organization by delivering products and services that contribute to the well-being of the organization.

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.

### Course Objectives of Procurement Best Practices

Participants attending the program will:

- Understand the evolution of Procurement
- Understand the evolution of 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 a 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.

### Organizational Impact of Procurement Best Practices

The organization 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 the total cost of ownership
- Improved supplier performance

## Personal Impact of Procurement Best Practices

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 organisation's strategic objectives
- Increased Knowledge about Key Performance Indicators
- Increased recognition by the organization due to improved performance

## Course Outlines of Procurement Best Practices

### 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 Strategic Procurement Decisions

- Make/buy decision
- Vertical integration
- Alliances and partnerships
- Inter-company trade
- Reciprocity and countertrade
- Supplier strategy
- The coordination strategy
- The Purchasing organization

### 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 the procurement: small value purchase orders

## DAY 5

### Contingency Procurement Decisions

- The different contingency situations
- Contingency management

### Procurement Performance Measurement

- Spend analysis
- The total cost of ownership
- Supplier performance measurement

## Registration form on the Training Course: Procurement Best Practices

Training Course code: PC4037 From: 13 - 17 January 2025 Venue: Accra (Ghana) - Training Course Fees: 5950 € Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.