



*Training Course:  
Introduction to Procurement*

*5 - 9 May 2025  
Vienna (Austria)*

## Training Course: Introduction to Procurement

Training Course code: PU235338 From: 5 - 9 May 2025 Venue: Vienna (Austria) - Training Course Fees: 5750 € Euro

### Introduction

Welcome to the Introduction to Procurement training program! This comprehensive course is designed to provide participants with a solid understanding of the fundamentals of procurement processes and practices. Whether you are new to the field of procurement or seeking to refresh your knowledge, this training will equip you with essential skills and insights to effectively manage procurement activities within your organization.

### Objectives

- Understand the basic concepts, terminology, and processes involved in procurement.
- Learn how to develop procurement plans and strategies aligned with organizational goals.
- Gain insights into supplier selection, evaluation, and negotiation techniques.
- Acquire knowledge of contract management principles and practices.
- Explore ethical considerations and compliance requirements in procurement.

### Target Audience

- Professionals who are new to procurement roles.
- Individuals involved in purchasing, sourcing, or supply chain management functions.
- Managers or team leaders responsible for overseeing procurement activities.
- Anyone seeking to enhance their understanding of procurement practices and principles.

### Outline

#### Day 1: Understanding Procurement Basics

- Introduction to procurement: Definition, importance, and objectives.
- Key terms and concepts in procurement e.g., RFQ, RFP, PO, Contract.
- Different types of procurement processes e.g., competitive bidding, direct procurement.
- Procurement lifecycle: Overview of the procurement process from need identification to contract management.

- Roles and responsibilities in the procurement process.

#### Day 2: Procurement Planning

- Needs assessment and demand forecasting.
- Developing procurement plans and strategies.
- Identifying stakeholders and their roles.
- Budgeting and financial planning for procurement.

#### Day 3: Supplier Selection and Evaluation

- Vendor sourcing methods e.g., supplier databases, market research.
- Supplier qualification and pre-qualification processes.
- Evaluation criteria and methods for selecting suppliers.
- Negotiation techniques and strategies.

#### Day 4: Contract Management

- Introduction to contracts and legal considerations.
- Drafting and reviewing contracts.
- Contract administration and performance monitoring.
- Managing contract changes and disputes.

#### Day 5: Ethics and Compliance in Procurement

- Importance of ethics and compliance in procurement.
- Ethical considerations in supplier relationships.
- Anti-corruption measures and compliance with regulations.
- Case studies and practical applications of ethical decision-making in procurement.

## Registration form on the Training Course: Introduction to Procurement

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

### Delegate Information

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

### Company Information

Company Name: .....  
 Address: .....  
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### Person Responsible for Training and Development

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

- Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

Telephone:  
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