



*Training Course:
Contract Analysis and Purchase Decision-Making
Using Advanced Excel*

*27 - 31 October 2025
Paris (France)*

Training Course: Contract Analysis and Purchase Decision-Making Using Advanced Excel

Training Course code: SC236215 From: 27 - 31 October 2025 Venue: Paris (France) - Training Course Fees: 6000 € Euro

Introduction:

In today's competitive and ever-evolving business environment, the efficiency of procurement and contract management hinges on the ability to analyze data and make well-informed decisions based on clear quantitative foundations. This advanced training program offers a practical approach that combines the essential principles of contract analysis and strategic purchasing decisions with the powerful tools and functionalities of Microsoft Excel.

Participants will learn how to utilize Excel to evaluate bids, analyze contract clauses, measure procurement performance, and develop professional decision-support reports.

Objectives:

By the end of the program, participants will be able to:

- Analyze contract data and assess risks and costs.
- Use advanced Excel tools such as Pivot Tables, What-if Analysis, and Power Query.
- Make data-driven purchasing decisions and conduct scenario analysis.
- Develop interactive reports that improve accuracy and transparency in contract management.
- Enhance negotiation capabilities and evaluate suppliers based on digital performance indicators.

Target Audience:

- Procurement and contract professionals
- Supply chain officers
- Business analysts
- Legal teams involved in procurement
- All personnel involved in purchasing decisions and contract analysis
Intermediate to advanced Excel skills are recommended

Training Methodology:

The program uses a blend of:

- Interactive presentations
- Hands-on exercises using real Excel files
- Real-world case studies
- Individual and group exercises
- Practical sessions on real procurement decision analysis

Organizational Impact:

- Improved accuracy in procurement decision-making and supplier negotiations
- Enhanced contract analysis and performance monitoring
- Increased transparency and governance in procurement operations
- Reduced financial waste through better evaluation of contracts and costs

Personal Impact on Participants:

- Mastery of advanced Excel tools for contract and procurement analysis
- Enhanced confidence in data-driven decision-making
- Increased career development opportunities through analytical expertise
- Ability to produce professional reports that support senior management

Outlines:

Day 1:

Fundamentals of Contract Analysis

- Key concepts in commercial contracts
- Types of contracts and associated risk mechanisms
- Financial and legal evaluation indicators for contracts
- Introduction to Excel for contract data and text analysis

Day 2:

Financial and Cost Analysis Using Excel

- Total Cost of Ownership TCO analysis
- Building Excel models for full cost evaluation
- Applying financial formulas NPV, IRR, ROI in Excel
- Deviation and profitability analysis in procurement

Day 3:

Excel Tools for Purchase Decision-Making

- Using What-if Analysis and Data Tables
- Scenario analysis in procurement planning
- Solver tool for optimization and ideal purchasing models
- Bid evaluation based on quantitative Excel criteria

Day 4:

Performance Evaluation and Interactive Reporting

- Designing KPI Dashboards for procurement performance
- Using Pivot Tables and Power Query for supplier data analysis
- Supplier classification and performance evaluation
- Creating print-ready and presentation-friendly Excel reports

Day 5:

Case Study and Practical Application

- Real-life case study: contract analysis and bid evaluation
- Hands-on project using a complete Excel model
- Presentation and discussion of final outputs and findings
- Summary review and recommendations for workplace implementation

Registration form on the Training Course: Contract Analysis and Purchase Decision-Making Using Advanced Excel

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