



*Training Course:  
Procurement Best Practices*

*26 - 30 October 2026  
Tbilisi (Georgia)*

## Training Course: Procurement Best Practices

Training Course code: PC4037 From: 26 - 30 October 2026 Venue: Tbilisi (Georgia) - Training Course Fees: 5775 € Euro

### Introduction

Procurement has evolved from a simple administrative function into a strategic business unit. Modern procurement professionals are expected to deliver value by sourcing products and services that contribute directly to organizational performance. This program covers best practices at **four levels** of procurement: Strategic, Tactical, Operational, and Contingency. Delegates will gain the skills and insights needed to optimize procurement processes, improve supplier performance, and reduce costs while aligning with organizational objectives.

### Course Objectives

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

- Understand the evolution of procurement as a strategic function.
- Analyze the procurement process and its inputs, outputs, and interdependencies.
- Develop meaningful performance measurements and KPIs.
- Implement procurement best practices at strategic, tactical, operational, and contingency levels.
- Apply practical approaches to enhance supplier relationships, reduce costs, and add value.

### Target Audience

- Procurement Managers and Officers
- Supply Chain Professionals
- Contract Administrators
- Category Managers
- Operations and Finance Personnel involved in procurement decision-making

### Course 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
- Overview of the Procurement Process
- Procurement as Part of the Supply Chain

#### Day 2 - Developing Strategic Procurement Decisions

- Make/Buy Decisions
- Vertical Integration Strategies
- Alliances and Partnerships
- Inter-company Trade, Reciprocity, and Countertrade
- Supplier Strategy and Coordination Strategy
- Designing the Purchasing Organization

#### Day 3 - Implementing Tactical Procurement Decisions

- Supplier Involvement in Procurement Decisions
- Value Analysis and Cost Reduction Techniques
- Quality Assurance Practices
- Supplier Selection, Rating, and Ranking
- Contract Management Essentials
- IT Systems and e-Procurement
- Policies, Procedures, and Department Staffing

#### Day 4 - Dealing with Operational Procurement Decisions

- Selecting the Most Appropriate Ordering Process
- Handling Quality Issues and Follow-up
- Managing Overdue Orders and Expediting
- Payment Processes
- Reducing Procurement Costs for Small-Value Purchase Orders

#### Day 5 - Contingency Procurement Decisions and Performance Measurement

- Understanding Contingency Situations in Procurement
- Contingency Management Strategies
- Spend Analysis and Reporting
- Total Cost of Ownership TCO Analysis
- Supplier Performance Measurement and KPIs

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

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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: .....  
 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
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### Easy Ways To Register

Telephone:  
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place.

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

Complete & return the  
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to: Global Horizon  
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