

SYPPPLY MANAGEMENT : BASIS AND FOUNDATION

OBJECTIVES

Supplies have evolved enormously in recent years, going from operational mode to strategic mode. This course aims to make the participant aware of the different functions related to supply and inventory management. Its purpose is to initiate the participant to the various management activities existing in the fields of production and distribution of goods and services.



The participant will discover the essential processes and tools used by buyers. They will learn to identify purchasing needs, maintain specifications, analyze and choose supplier offers, control each step of the negotiation process and improve performance, monitor the contract and its completion, and assess the quality of the service received.

TARGET CLIENTELE

Supply technician
Junior buyer
Purchasing clerk or agent

PREREQUISITES

None

COURSE SYLLABUS

1. Understanding the role of logistics

- Definition
- The role of supply management in and integrated logistics context
- Strategic importance

- Supply and stock management functions within the company
- Provision strategies

2. The role of stocks and the importance of quality purchases

- Terminology
- Various types of stocks
- The fundamental mission of purchases and the importance of managing stocks with regards to the company's financial management
- Stock management ratios
- The role of the stock manager
- Learn about the purchase value chain
- Grasp the buyer's added value

3. The link between the purchase and the systematic approach

- The link between stock management elements and the company's other services
- The importance of the role of the buyer

4. Supplier selection process

- The importance of choosing the right supplier
 - Determine the selection criteria for suppliers
 - Assessing suppliers
 - Selecting the quote(s)
- Information sources about the supplier market
- The buyer's needs
- Tender procedures and consultation
- Negotiation stages
 - Prepare order documents
 - Carry out a financial analysis of the supplier
 - Identify negotiation challenges
 - Establish goals
 - Determine clauses to negotiate
 - Know the components of negotiation
 - Effectively communicate during negotiations
 - The various types of negotiators
 - Conclude the negotiation

5. Become familiar with purchasing methods

- Plan the purchase process
- Purchasing forecast methods
 - Cataloguing and fractioning needs
- The various costs
- Apply purchasing methods

6. Categorizing system

- Categorizing system
- Stock cataloguing
- Storage strategies
- The role of monitoring and reminding activities

7. Specifications

- Write specifications

8. Quality control and mandate monitoring

- Standards and specifications linked to quality management
- Ways used in surplus, waste and reject management
- The importance of buyers' code of ethics
- Monitor the execution of the mandate
 - Assess the suppliers' services
- Measure gaps
 - Define progress procedures
- Supplier quality assurance