

# Course : Analyze and evaluate suppliers and service providers

Practical course - 2d - 14h00 - Ref. AVF

Price : 1360 € E.T.

★★★★☆ 4,6 / 5

How to structure the supplier and service provider selection process in line with purchasing policy and corporate strategy? How can you support them in their progress? This training course will help you organize your selection process and build sustainable supplier relations.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Adapting the supplier panel to company strategy
- ✓ Define supplier evaluation indicators
- ✓ Build and optimize the supplier panel
- ✓ Managing supplier relationships over time
- ✓ Ensure regulatory compliance of service providers

## Intended audience

Buyers, purchasing managers, general services managers.

## Prerequisites

Basic knowledge of the purchasing function is desirable.

## Practical details

### Hands-on work

Alternating theoretical contributions and exercises. Case studies in sub-groups followed by collective debriefing.

## Course schedule

### PARTICIPANTS

Buyers, purchasing managers, general services managers.

### PREREQUISITES

Basic knowledge of the purchasing function is desirable.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## 1 Define the supplier profile corresponding to your purchasing strategy

- Align purchasing strategy with corporate strategy.
- Identify suppliers in line with the company's purchasing policy: sourcing and e-sourcing.
- Qualify suppliers' strategies and motivations.
- An ISO obligation: ensuring the supplier's ability to offer a compliant product.
- Ensure regulatory compliance of service providers.

### Case study

Analyze compliance between corporate purchasing strategy and supplier strategy.

## 2 Pre-evaluate suppliers before delivery

- Analyze and evaluate the supplier during the RFI phase: select criteria to limit risks after the service has been provided.
- Define non-negotiable criteria in the pre-selection phase.
- Integrate CSR and sustainable development criteria into the pre-selection phase.
- Evaluate the offer and its suitability for the organization's needs.
- Analyze prices: understand how suppliers calculate prices to negotiate more effectively.
- Set out your requirements to better negotiate and prepare your future KPIs.
- Arbitrating price/delivery/quality: what approaches?

### Exercise

Define critical criteria for pre-selecting suppliers: case study. Formalize quality criteria in specifications to help negotiate prices. Reverse auctions.

## 3 Evaluate suppliers after delivery

- Define upstream the expected level of service: SLA concept.
- Choose the key performance measurement indicators: the relevant KPIs.
- Identify improvement actions to be implemented.
- Assign a final grade to the supplier: calculate a score.

### Hands-on work

Distinguish, in chronological order, between pre-selection criteria (RFI), expected service level (SLA), evaluation ratios (KPI) and scoring for a service provision.

## 4 Long-term supplier relationships

- Evaluate suppliers as part of the supply chain.
- Optimizing supplier relations: the SRM approach.
- Develop best practices for managing the supplier panel over time.
- Measure the performance of your purchasing department.

### Hands-on work

Define self-assessment criteria for your purchasing department.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

**REMOTE CLASS**

2026 : 25 June, 25 June, 8 Oct., 8 Oct., 16 Nov.,  
16 Nov.

**PARIS LA DÉFENSE**

2026 : 25 June, 8 Oct., 16 Nov.