Publication date : 03/22/2024

Buyer certification course

Practical course - 9d - 63h00 - Ref. KAC
Price : 4030 € E.T.

Today, the purchasing function is a key partner in corporate performance. Development and profitability are at the heart of its activities. This highly operational cycle will enable you to master best practices and provide your internal customers with the best service at the best cost. Based on real-life situations, you will discover all the key stages in a successful purchasing approach, put negotiation techniques into practice and learn how to identify the indicators for measuring your purchasing performance.

Teaching objectives

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

- Define and analyze your needs
- Implement effective sourcing
- Master negotiation techniques
- Analyze and evaluate suppliers

Intended audience

Buyers wishing to professionalize their purchasing approach.

Prerequisites

No special knowledge required.

Practical details

Teaching methods

Practical exercises, role-playing and case studies ensure optimum assimilation of the main purchasing tools and methods.

PARTICIPANTS

Buyers wishing to professionalize their purchasing approach.

PREREQUISITES

No special knowledge required.

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.

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.

Course contents

This course consists of the following modules :

Keys to the Purchasing Function

Ref. ACH - 2 days ★ 4 / 5

Better Managing Your Purchases

Ref. AEN - 2 days ★ 4 / 5

Buyer certification

Ref. KYC - 1 day ★ 4 / 5

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 to review your request and its feasibility.

Course schedule

1 The keys to the purchasing function

- Situate the purchasing function within the company: purchasing missions and their impact on profitability.
- Understand the buyer's role, challenges and risks.
- Learn how to classify and segment different purchases.
- Define and analyze needs: characteristics to be analyzed, issues and risks to be identified.
- Define the right need.
- Expressing needs: technical and functional specifications.
- Implement effective sourcing.
- Analyze and select suppliers: supplier selection criteria.
- Consult and analyze offers: prepare a comparison grid of supplier offers.
- Overall cost reasoning.
- Preparing for negotiations: issues, objectives, clauses to be negotiated.
- Contractualization: contract types, orders and essential clauses.
- Monitor performance: measure results against objectives.
- Understand the concept of responsible supplier relations.

Exercise

Construct a Pareto diagram and classify product families. Draw up specifications. Draw up a pre-selection questionnaire and a comparison grid. Determine selection criteria. Prepare a negotiation matrix. Write the essential clauses of a routine purchase.

2 Better negotiate your purchases

- Situate negotiation within the purchasing process.
- Analyze the market and assess the purchasing/sales balance of power.
- Choose your purchasing strategy and action levers: simple purchases, complex purchases.
- The basics: the three stages of negotiation, the players and their relationships.
- Negotiation tactics: the golden rules.
- Identify your communication and negotiation style.
- Constructive exchange.
- Prepare effectively for negotiations: issues, points to negotiate, objectives.
- Define the negotiation path and the order of clauses to be negotiated.
- Conducting and mastering the negotiation interview: questioning, reformulating.
- Formulate objections when you're a buyer, and respond to your interlocutor's objections.
- Dealing with sticking points and deadlocks.
- Identify the right moment to conclude: formalize to obtain agreement.
- Committing together to the next step.

Role-playing

Role-playing: the three stages of negotiation. Assertiveness techniques. Setting the negotiation framework. Preparing arguments. Simulated interviews in a variety of situations: purchase of supplies, services, etc. Training to formalize the agreement.

3 Analyze and evaluate your suppliers

- Purchasing typology: a prerequisite for supplier panel segmentation criteria.
- Supplier panel segmentation: definition of criteria.
- Supplier typology and actions to be taken.
- Collect and analyze information: RFI, RFP, RFQ.
- Analyze key KPIs to evaluate suppliers.
- Identify strategic suppliers: purchasing weight, critical purchases, partnership potential.
- Implement sourcing and e-sourcing methods.
- Sourcing on foreign markets: risks and challenges of international purchasing.
- Analyze supplier product portfolio: Kraljic-type matrix.
- Analyze supplier strengths and weaknesses: SWOT.
- Building loyalty among strategic suppliers: objectives and challenges.
- Managing supplier relations: approach and tools.
- Identify risk management criteria.

Case study

Estimate total acquisition cost, define supplier evaluation criteria. Position of the purchasing family in the criticality/attractiveness matrix. Importance of RFI in a priori supplier evaluation and in the Sourcing phase. Risk management criteria.

4 Buying services

- The main types of service purchases.
- The specificities of purchasing intellectual services: complexity, immateriality, subjectivity.
- Draw up standard specifications.
- Determine performance evaluation criteria.
- Choose supplier selection criteria.
- Formalize tender documents.
- Monitor and evaluate services: assess service compliance.
- Measuring performance and ROI.
- Master the legal risks and key elements of service contracts.
- The different types of service purchases: understanding and breaking down costs.
- Cooperate and ensure continuous progress.

Exercise
Draw up specifications for a service. Prepare a grid of criteria for selecting and evaluating suppliers. Identify performance indicators. Draft the main clauses of a service contract.

Dates and locations

REMOTE CLASS
2026 : 30 Mar., 22 June, 22 June, 22 June, 5 Oct., 5 Oct., 14 Dec., 14 Dec., 14 Dec.

PARIS LA DÉFENSE
2026 : 22 June, 5 Oct., 14 Dec.

BRUXELLES
2026 : 22 June, 22 June, 14 Dec., 14 Dec.

LUXEMBOURG
2026 : 22 June, 14 Dec.