

# Course : Purchasing transport-logistics

*Practical course - 2d - 14h00 - Ref. AOT*

*Price : 1590 CHF E.T.*

In a competitive environment where the customer is the driving force, identifying the constraints and specificities of national and international flows is essential. This course will show you how to draw up logistics/transport specifications and conduct successful negotiations in this field.

## Teaching objectives

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

-  Understand and master the fundamentals of logistics and transport
-  Define the stages in the tendering process
-  Draw up technical and functional specifications
-  Identify the strengths and weaknesses of your logistics/transport flows
-  Launch the call for tenders and prepare for negotiations
-  Conduct negotiation meetings and draw up contracts

## Intended audience

Buyers, transport/logistics managers, employees in charge of preparing specifications and calls for tender.

## Prerequisites

No special knowledge required.

## Practical details

### Hands-on work

Exercises, role-playing and discussion.

### Teaching methods

Participative training illustrated by numerous examples and workshops for practical application and collective reflection.

## Course schedule

### PARTICIPANTS

Buyers, transport/logistics managers, employees in charge of preparing specifications and calls for tender.

### 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.

## 1 Understanding flow management concepts

- Logistics concepts.
- The impact of the logistics function on overall company performance.
- Identify and map flows: upstream, internal, downstream, from supply to distribution.
- Incoterms and commodity characteristics to be taken into account.
- Breakdown of logistics and transport costs.
- Specific logistics/transport tools (WMS, TMS...) to manage physical and information flows.

## 2 Situate the warehousing and transport function within the company

- Transport and warehousing: role, choice, location.
- Warehouse and storage types.
- Basic activities: receiving, storage, order picking, shipping and returns.
- Transport modes, mastering practices and regulations.

## 3 Transport/organize logistics according to supply chain objectives

- Measure the existing situation.
- Project objectives.
- Define selection criteria for service providers.

### Hands-on work

Définir son organisation logistique et sa stratégie prestataires. Evaluer les forces et faiblesses de son outil transport - logistique

## 4 Organize and launch the call for tenders

- The process and its stages.
- The content of specifications.
- Identification of potential service providers.
- The schedule: draw up a timetable and a roadmap for achieving objectives.

### Hands-on work

Draw up the stages and timetable of the call for tenders.

## 5 Preparing for negotiations

- Set realistic goals.
- Methodically assemble the elements of the negotiation file.
- Find the right levers for your arguments.
- Evaluate the balance of power with the service provider(s).
- Consider alternatives and fallback solutions.

### Exercise

Prepare a negotiation memento.

### 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 to review your request and its feasibility.

## 6 Conducting the negotiation interview

- Project yourself in a win-win relationship.
- Prepare questions.
- Convincing the service provider or internal managers.

### Role-playing

Role-playing situations. Debriefing on the argumentation and conclusion of a negotiation.

## Dates and locations

### REMOTE CLASS

2026 : 8 June, 21 Sep., 30 Nov.