

# Course : Optimizing purchasing and procurement in SMEs

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

Price : 1410 € E.T.

 4,6 / 5

What are the specific features of purchasing and procurement in SMEs? What are the levers for optimization, and what are the results? How to get organized? How to negotiate more effectively? This training course will enable you to implement a real purchasing/supply approach and manage its performance.

## Teaching objectives

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

- Assessing challenges to identify priorities
- Be able to develop your organization
- Understanding costs and how to reduce them
- Managing purchasing/supply performance

## Intended audience

SME/SMI managers, all those in charge of purchasing and supply in SMEs/SMIs.

## Prerequisites

No special knowledge required.

## Practical details

### Teaching methods

Practical exercises and role-playing to help you make the most of purchasing and supply methods and tools.

## Course schedule

### PARTICIPANTS

SME/SMI managers, all those in charge of purchasing and supply in SMEs/SMIs.

### 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 Purchasing and supply organization in SMEs

- Map the people involved in purchasing.
- Establish the scope of the function: purchasing and/or supply.
- Measure the economic, environmental and societal challenges.
- Understand the function's cross-functional role and its impact on the organization.
- Identify and organize major purchasing families according to the issues at stake: production and non-production purchasing, etc.

### Case study

Mapping the SME's purchasing activities, proposing a segmentation of the purchasing portfolio, identifying the main purchasing challenges and levers.

## 2 Implementing the five stages of the purchasing process

- Analyze needs and formalize specifications.
- Know the market and find new suppliers.
- Organize consultation and evaluate bids.
- Prepare your negotiation matrix.
- Contractualization: legal framework and different types of contracts, general and special clauses.
- Manage potential conflicts between General Terms and Conditions of Sale and General Terms and Conditions of Purchase.

### Hands-on work

Drafting of specifications, preparation of consultation and negotiation. Contract formalization.

## 3 Understanding costs and optimizing procurement

- Cost of acquisition.
- Cost of use.
- End-of-life cost.
- Total cost.

### Exercise

Calculate the full cost of a product or service.

## 4 How to cut costs

- Identify levers for action.
- Improve negotiating skills by pooling purchases via platforms or purchasing groups.
- Optimize procurement and inventory management: know how to calculate the main ratios.

### Exercise

Select and challenge a sales proposal by calculating inventory costs.

## 5 Define performance indicators and practice continuous improvement

- Define and select criteria to be tracked: by product, by supplier...
- Build relevant measurement indicators.
- Implement the principles of continuous improvement.

### Hands-on work

Construction of a dashboard.

## 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.

## Dates and locations

### REMOTE CLASS

2026: 26 Mar., 18 May, 21 Sep.

### PARIS LA DÉFENSE

2026: 26 Mar., 18 May, 21 Sep.