

# Course : Purchasing for Non-Purchasing People

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

*Price : 1590 CHF E.T.*

★★★★★ 4,9 / 5

This hands-on course will show you the methods and main tools used by purchasers. You'll learn how to write specifications, analyze and select bids from suppliers, improve the efficiency of your negotiations, and assess the quality of the services delivered.

## Intended audience

Occasional purchasers, personnel managers, functional managers, and technicians who sometimes handle procurement themselves.

## Prerequisites

No particular knowledge.

## Course schedule

### 1 Understanding the importance of procurement quality

- Identifying the role and fundamental tasks of procurement.
- Understanding the procurement value chain.
- Understanding the value added by the purchaser.
- Detecting the potential foreseeable gains.

#### Hands-on work

In subgroups, the participants create a table for a new procurement process.

### 2 Analyzing the need and expressing it clearly

- Organizing the procurement approach.
- Classifying and segmenting the needs.
- Writing up specifications.
- Applying the Functional Needs Analysis (FNA) method.

#### Hands-on work

Write up functional and technical specifications based on a product/service procurement need. Listing the expected functions.

## PARTICIPANTS

Occasional purchasers, personnel managers, functional managers, and technicians who sometimes handle procurement themselves.

## PREREQUISITES

No particular knowledge.

## 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.

### 3 Organizing the consultation of suppliers

- Targeting suppliers and creating a preselected panel of potential suppliers.
- Preparing the call for tenders and the consultation.
- Determining the supplier selection criteria.
- Evaluating the suppliers' responses.
- Creating an analysis grid.
- Selecting one or more proposals.

#### Hands-on work

Case study Produce an analysis grid.

### 4 Preparing for negotiations

- Preparing the procurement document: The order documents, the form of the contract, etc.
- Conducting a financial analysis of a supplier.
- Identifying the negotiation issues.
- Mastering the steps of negotiation.
- Preparing the file from a technical standpoint
- Setting the goals for the meeting.
- Determining which clauses need negotiating. Persuading.

#### Hands-on work

Case study Prepare a complete negotiation based on an analysis of suppliers' bids. Make a persuasive case.

### 5 Practice negotiations

- Knowing the components of negotiations: Issues, protagonists, relationships. Client/supplier power games.
- Mastering the phases of the negotiation meeting.
- Effectively communicating during the negotiation.
- Responding to objections.
- Identifying different types of negotiators.
- Effectively concluding the negotiation meeting.

#### Hands-on work

Hands-on work Negotiation meeting scenarios. Group debriefing on habits put to use.

### 6 Closely monitoring the contract

- Monitoring the performance of the contract Assessing suppliers' services based on predefined criteria.
- Measuring the differences. Defining a progress approach.
- Supplier quality assurance.

#### Hands-on work

Categorize two suppliers into sub-groups based on quality, price, timeframe, and service criteria.

#### 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.

## Dates and locations

#### REMOTE CLASS

2026 : 9 Mar., 1 June, 1 June, 14 Sep., 14 Sep.,  
23 Nov., 23 Nov.