

# Course : Purchasing assistant, a profession in itself

Developing and maintaining purchasing partnerships

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

Price : 1500 CHF E.T.

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This course presents the main steps in the purchasing process and allows you to gain proficiency in the tools and methods of organisation. It shows you how to set up administrative management of calls for tender and disputes.

## Teaching objectives

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

- ✓ Know the purchasing approach
- ✓ Understand the role of the purchasing assistant
- ✓ Perfect your knowledge of purchasing tools and ensure purchase monitoring
- ✓ Develop your personal effectiveness

## Intended audience

Purchasing employees, purchasing assistants, procurement officers.

## Prerequisites

Aucune connaissance particulière.

## Course schedule

### 1 The purchasing assistant's responsibilities

- Situate the purchasing function within the organisation.
- Understand the purchasing assistant's role and responsibilities.
- Identify the challenges of the purchasing assistant function.
- Identify the different contact people and their expectations.

### Hands-on work

Each participant reflects on their responsibilities as a purchasing assistant in their company. Cross-exchanges with the group and the trainer.

## PARTICIPANTS

Purchasing employees, purchasing assistants, procurement officers.

## PREREQUISITES

Aucune connaissance particulière.

## 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.

## 2 Managing the supplier portfolio

- The various elements of supplier database management.
- How to optimise the search for suppliers and subcontractors Available sources of information.
- Know how to use the Pareto's law.

### Hands-on work

Participants conduct a portfolio analysis using the ABC method.

## 3 Order processing and tracking

- The different control modes.
- Master the order approval circuit.
- Implement effective order tracking.
- Differentiate different types of commitments: purchase order, contract, amendment, etc.

### Hands-on work

In sub-groups, participants prepare several types of supplier orders.

Presentation and discussion. Sharing of good practices.

## 4 Preparing calls for tender

- Familiarise yourself with the concepts of RFI, RFP, RFQ.
- Write a letter for each of these procedures.
- Know how to set up an effective organisation to receive and analyse bids.
- Draw up a bid analysis table.

### Hands-on work

In subgroups, participants develop and draft all the documents required to set up and process an RFQ.

## 5 Monitoring purchases

- Compliance with deadlines.
- Organisation of supplier reminders.
- Acceptance: products, services.
- Invoice management.
- Incident and dispute management procedures.
- Maintaining the purchasing dashboard.

## 6 Developing your personal effectiveness

- Enhance your telephone skills.
- Prepare your telephone interview. Conduct an effective interview.
- Manage your priorities and organise your schedule.
- Coordinate your schedule with the buyer.
- The various tools to improve your organisation.
- Formalise an action plan.

### Hands-on work

Role play: conduct a telephone interview with a supplier. Group debriefing.

## Dates and locations

## REMOTE CLASS

## 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.

2026 : 30 Mar., 30 Mar., 8 June, 8 June, 19 Oct.,  
19 Oct.