PURCHASING & CONTRACTS
COST PRICE ANALYSIS
7th - 8th November 2012, Berjaya Times Square Hotel, Kuala Lumpur - Malaysia

Course Overview
This 2-day Cost and Price Analysis program teaches participants the fundamentals of cost analysis techniques so they are better able to effectively evaluate supplier proposals. We will define the concepts of price analysis, cost analysis, and best value. Examples of effective tools and techniques will be considered in the analysis of direct labour, materials, overhead, G&A costs, profit and profit margins.

Key benefits of attending this workshop:
- Know the difference between cost/price analysis
- Determine the criteria for selecting the analysis type
- Learn the many methods of price analysis
- Master the different methods of cost analysis with particular emphasis on developing "should cost"
- Understand Total Cost of Ownership concepts and its powerful implications on you as a purchaser
- Learn the types of TCO systems

"This training has opened up new perspective on looking at procurement from a strategic point of view to benefit an organization's bottom line directly."

Procurement Executive
Siemens Malaysia Sdn Bhd

Course Outline
- Approaches to implementing TCO analysis

Cost and Price Analysis
World class purchasing operations justify the price they are paying by formally documenting why they consider a price or price increase to be fair and reasonable.
- Fair and Reasonable Prices
- Supplier Pricing Models
- Managing Price Increases
- Difference Between Cost And Price Analysis
- Selection Tool

Methods of Price Analysis
Understand the Price Analysis method and the use of Price Indexes.
- Competitive Bidding
- Comparison Price List & Market
- Historical Analysis
- Price Indexes
Exercise - Using Estimating Cost Relationships

Methods of Cost Analysis
Gain essential skill sets for continuous improvement programs through the different elements of cost that make up a seller’s price.
- Major element cost
- Sources of Cost Information
- What are the Supplier Overheads and how important are they?

Developing "Should Costs" and Forecasting
Develop the "Should Cost" for a part and also a service and learn how this can be done for future costs. Be skilled at methods on how to get market information and how one could use this to factor in the potential impact on future prices.
- Case Study: Determining Current "Should Cost"
- Obtaining Market Knowledge and Forecasting
Exercise - How to judge increases by using Price Indexes
Exercise - Developing the "Should Cost" of a part or service

Supplier Provided Cost Data
- Learn methods of getting supplier cost data.
  - Requesting Supplier Cost Info
  - Issues In Analyzing Supplier Cost Breakdown

Cost Volume Profit Analysis
How do you determine the fixed and variable cost from suppliers’ proposal of prices for different quantities?
- Fixed and Variable Costs Defined
- Use Of Cost Volume Relationships

Exercise - Calculating Fixed & Variable Cost Algebraically

How Much Profit Should the Supplier Make?
Buyers should be aware of the profit their suppliers are making and should ensure that it is adequate but not excessive.
- Reviewing the Weighed Guidelines

Total Costs of Ownership (TCO)
World class organizations do not make purchasing decisions based on price alone but on the Total Cost of Ownership during the life of the product or service. Learn the important concept, rarely used in most procurement organizations, and the different methods of implementing it.
- Cost Models
- Value Models
- Approach to Implementing TCO

Exercise - Using Supplier Performance to make a quantitative calculation

Course Outline (continuation……………..)

Who should attend:
Materials, Contracts, or Purchasing Managers, Buyers, Contract Administrators, any other Managers or Professionals involved in Implementing cost reduction initiatives or looking for savings relating to the purchase of goods, equipment, supplies, and services.

"Robi is a true Guru of Purchasing. Case study exercises were excellent! The Cost Reduction Strategies content/programme is practical & relevant to promote effective buying. Robi has changed my perspective of procurement buyers. He has lifted the professional profile of buyers."

GM Procurement
Celcom Axiata Group Berhad

Download free procurement reports
http://www.purchasing-procurement-center.com

Watch free procurement videos
http://www.purchasing-procurement-center.com

Note: Please bring calculator.
**Course Outline**

**Course Overview**

**Introduction**
The development and implementation of carefully crafted strategies for the acquisition of all goods, equipment, materials, and services has become a critical issue in all organizations wishing to reduce operating cost while improving quality and productivity. This program explores 7 key areas considered critical to the future success of Procurement Organizations and moves today's supply management activities from its typical tactical focus to the strategic focus needed to successfully implement the processes and methods needed to reach world-class performance now and maintain it in the future.

**What you will learn**
At this powerful 7 Step Strategic Sourcing seminar, you will learn how to:
- 7 Areas Critical To Future Procurement Success
- 4 Stages To World Class Supply Management
- Many Increased Skill Sets In Supply Management
- Category Models And Their Strategies
- 3 Categories For Organizing The Spend Profile
- 10 Questions For Internal And External Surveys To Enhance Purchasing Performance
- Steps In Improving Internal And External Collaboration
- How To Develop A "Purchasing Coding System"
- How To Get More Time To Work On Strategic Issues
- The Important Sections To Include In A Strategic Sourcing Plan

**What's in it for the organization?**
- Greater strategic focus of those involved in supply management resulting in an improved bottom line
- Higher productivity of personnel involved in supply management activities
- Reduced total cost of ownership for purchased materials, equipment, and services
- Improved productivity of the entire organization by better on-time delivery of high quality goods and services
- Improved supplier performance and relations
- Increased customer satisfaction.

**Who Should Attend:**
- Managers and Professionals in Purchasing, Procurement, and Supply Management
- Materials, Contracts, Projects, Maintenance, Operations, and Financial Managers and,
- All other Managers and Professionals interested in lowering total cost and increasing productivity and profit contributions from better supply management operations.

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**7 STEP STRATEGIC SOURCING**

5th-6th November 2012, Berjaya Times Square Hotel, Kuala Lumpur - Malaysia

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**Course Outline (continue....)**

- Strategic Alliances
- Stages of Alliance Development

Step 2 recognizes that an organization can perform no better than its suppliers and that today’s very volatile world economies might require relationships very different to those used in the past.

**Step 3: Designing and Operating Multiple Supply Networks**
- Supply Management and Supply Chain Management
- Supply Chain Mapping
- Trends Leading to Greater Supply Chain Risk
- Supplier Risk Management
- Total Cost of Ownership
- Reducing Waste in the Supply Chain

Step 3 focuses on the understanding that the best way to increase profit is reducing the Total Cost of Ownership for every member of the entire supply chain.

**Step 4: Leveraging Technology Enablers**
- Reengineering The Processes
- SRM and Integration
- Supply Chain Integration Framework
- E-tool Advantages
- Keys to Successful Integration of e-Tools
- Exception Management

Step 4 recognizes that world-class organizations no longer talk about whether or not they should improve their processes, but how fast can they improve them.

**Step 5: Collaborating Internally and Externally**
- Supplier Relationship Management Maturity Model
- Being an “A” Customer
- Transforming the Supplier Relationship
- Developing Trust
- How Do Suppliers Evaluate Us As A Customer
- Internal Customer Surveys To Improve Purchasing Performance
- Increased Supplier Involvement

Step 5 identifies many best practices that contribute to improving both buyer and supplier performance.

**Step 6: Attracting and Retaining Supply Management Talent**
- Supply Management Competencies
- Key to Success in Supply Management Departments
- New Job Descriptions For Purchasing
- Training Programs
- Categories for Personal Development
- Competency Profiling

Step 6 focuses on the fact that Supply Management skill sets are a predictor of the supplier's responsiveness to the buying organization's requirements and are positively related to a firm's financial performance.

**Step 7: Managing and enabling the Future Supply Management Organization**
- Purchasing Impact On The Bottom Line
- Supply Management Mission and Vision
- Centralization vs Decentralization
- Savings Reporting Procedure
- How does Executive Management Measure Procurement Performance
- Strategic Sourcing Plans

Step 7 brings to conclusion many of the important issues covered in previous steps and adds some practical implementation approaches to show Procurements contributions to the organization.
EXCELLENCE IN THE PROCUREMENT OF SERVICES
How to achieve costs savings & add value when buying Services?
17 - 18 December 2012, Berjaya Times Square Hotel, Kuala Lumpur - Malaysia

Course Outline

Day 1:
Procurement Objectives
Here we examine those basic but key aspects that give us the groundwork from which to launch improvements.
- Procurement Evolution
- Strategic and Corporate Procurement
- Procurement Objectives and the Five Rights
- Procurement by strategic requirements of the service
- Procurement strategy overview
- Procurement process cycle overview
- Contract management overview
Case Studies include: Toyota USA and buying third party logistics

Services Definition and specific characteristics
We look here at just how services differ from buying goods/materials and explore why services need to be handled differently.
- Service are different purchases
- Service procurement in production organisations
- Service specification
- Supplier selection
- Service quality
- Managing perceptions and satisfaction
- Service quality improvement
Case studies include: Categorizing cleaning services

Day 2:
Outsourcing and Services
Services are commonly outsourced completely; therefore in this section we explore this further
- Definition and history of outsourcing
- Important aspects for buyers when outsourcing
- Outsourcing strategy
- Outsourcing implementation guidelines
- What can go wrong with outsourcing?
- Service level specifications
- Outsourcing and risk elimination
- Outsourcing as a paradigm change
- Transfer of undertakings protection of employment (TUPE)
Case Studies include: Buying Third Party Logistics

Service contexts
Services have their own unique contextual aspects and in this section we explore some of the procurement specifics and buyer knowledge that is needed.
- Third party logistics (3PL)
- Consultancy
- Marketing services
- Legal services
- Business travel
- Facilities
- Catering
- Identifying the key Aspects for each service context

Why You Should Attend?
Understand how to master the buying of services by learning best practices, especially:
- Understand how services are different from buying products
- Examine the real cost of services to the organisation
- Remove the performance limiters when buying services
- Select and maintain good suppliers
- Provide the practical skills and information to enable better services procurement
- Apply the essential tools to enable more effective procurement of services.
- Examine the benefit of using effective Supplier Relationship Management (SRM) and other ground breaking procurement techniques
- Overall, reduce the costs and make improvements in services procurement.

Who should attend?
- Those who want to understand more about procuring services
- Those directly & indirectly involved in managing procurement of services
- Those non procurement people who need to gain an awareness of the issues and key drivers
- Owners, operators and directors of organisations/ companies who buy services
- All Procurement, Purchasing, Buyers and Supply Management Executives/Managers/Sr. Managers/Directors/Vice Presidents/ GM’s & Professionals

The procurement of services is different from buying products, and whilst much of the process is the same, it has been noted by the Aberdeen Group that “services purchases represent one of the largest and largely untapped opportunities for cost savings within organisations.” A UK Government report has also noted that:

1. Organisations do not always allocate appropriate skills and resources to the management of their service contracts.
2. There are weaknesses in key performance indicators and limited use of financial incentives to drive supplier performance.
3. There is variable testing of the “Value for Money” delivery of ongoing services and contract changes.
4. Less than half of organisations have implemented supplier relationship management programmes, despite these bringing clear benefits.

The cost for services compared to products is often high, simply because most services use people and there is little opportunity for production economies of scale. The great news however is that when done properly, the procurement of services results in large savings which directly add to the bottom line and profitability of your organisation.

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This new approach maximizes value from procurement by combining traditional techniques, with newer tools, techniques and approaches to successfully manage different categories in procurement. You will have a full understanding of the Category Management methodology with the necessary working knowledge of how this approach can be used, and is now being used, by World Class companies in Procurement.

This intensive seminar shows how Category Management maximises value from procurement by integrating supplier sourcing, supplier management, supplier development and supplier relationships management. You will find out how to achieve effective Category Management of procurement and the supply chain, which can create economic profit for World Class supply chains.

Throughout this unique course you will fully understand what it takes to manage categories and implement world class practices in category management, especially:
- Apply a thorough understanding of supply chain activities.
- Identity, analyse and evaluate procurement opportunities
- Understand the keys aspects in category management
- Understand what drives your other supply chain players
- How to use analytical tools to identify procurement opportunities?

Procurement, buyers and purchasing professionals
All those who need to maximise value from procurement and the supply chain
All of those who need an understanding of the relationships between risk, cost and service in supply chains.

Day 1
Understanding procurement and category management
- Procurement and purchasing definitions
- A vision for procurement
- The 21st century procurement challenge
- Procurement and the Supply Chain
- The 8 Supply Chain Rules
- Supply chain excellence and shareholder value
- Competitive advantage
- The 2008 economic crisis and the consequences for the supply chain
- Procurement structure options
- Category Management definitions
- The evolution of Category Management
- Category grouping overview
- The three aspects to be considered in category groups
- Category Management structures

Maximising value and procurement excellence by using varied routes
- The procurement excellence roadmap
- The Purchasing land Supplier loops
- Why we should use Category Management
- How category management improves value
- How category management builds from P2P and the procurement cycle

Day 2
Understanding collaborative supplier management
- Supplier management objectives
- Supplier customer connections
- Supplier service
- Supplier management and contract management
- Best practice contract management
- Supplier relationship management definitions and aims
- Applying Supplier relationship management
- Collaboration
- Supplier development definitions and aims
- Best practice in supplier development
- Changed views and lessons
- Benefits and improvements
- The Category Management outcomes and value opportunities
- Specification improvements
- Joint process development and linking price with suppliers
- Value chain disruption and managing supply chain risk
- Best practice in supplier management

Recognising and overcoming the barriers to Category Management
The 6 Common barriers and challenges
- Internal conflicts
- Perception of procurement
- Lack of creativity
- Skill sets
- Trust
- Fear of change

Overcoming such barriers & Using Best Practices in the implementation of new ideas

The 4 step model for introducing Category Management
- Understand the current situation
  - Key questions
- Research and analysis
- Design and improvement
  - Key questions
- What needs doing
- Plan the new processes and structures
  - What needs doing
  - Key questions
- Operate and review the new processes
  - Key questions
Introduction
Most organizations recognize that they cannot perform any better than their suppliers perform and therefore continue improvement of supplier performance is critical to the success of any organization. As a result, supplier assessment, selection, and performance measurement are being recognized as critical processes where high management and professional competencies are required. This fast-paced seminar provides both strategic and practical insights into:

- Achieving Supplier Total Quality
- What can Measurements Accomplish
- Developing the Qualification Process
- Supplier Performance - What to Measure
- Collecting, Rating, and Reporting Supplier Performance
- How To Use Performance Measurements

WHO SHOULD ATTEND:
- Contracts, Procurement, Purchasing, and Project personnel,
- Engineering, Operational, Quality, and Maintenance personnel,
- And all others who are involved in interfacing with contractors or suppliers in the acquisition of materials, equipment, parts, and services or anyone who wants to improve supplier performance and gain successful outcomes.

SEMINAR OBJECTIVES
- Benefit from hearing the practices and experiences of others
- Cover the many steps in a proper supplier evaluation
- Develop performance weightings
- Learn how to use performance results for continuous improvement
- Explore various rating systems
- Discuss methods of collection and reporting data.

TRAINING METHODOLOGY
Participants will increase competencies through a variety of instructional methods including lecture by an experienced practitioner and consultant, individual and team cases, and group discussions covering the many topics presented in the seminar.

PROGRAM SUMMARY:
Supplier qualification and performance measurement are the processes of evaluating, measuring, analyzing, and managing supplier selection and performance with the objective of improving quality, reducing Total Cost of Ownership, reducing risk, and providing continuous improvements in supplier and contractor performance. This program provides methods and competencies directed at improving these processes within the buying/contracting organization.

Session 1: Achieving Supplier Total Quality
World Class organizations understand that their success will be determined by their abilities to select, manage, and continuously improve a complex network of suppliers.

- How Are We Doing In Supplier Assessment & Performance Measurement?
- Steps In Achieving Total Quality From Suppliers
- Achieving Total Quality From Suppliers—What Will Not Work!
Case: How Does Your Supplier Performance Compare.

Session 2: What can Measurements Accomplish
Determining the best approach for supplier performance measurement requires that you first clearly define the objectives of such a system as it relates specifically to your organization.

- Objectives of Supplier Performance Measurement
- Best Practices In Supplier Qualification
- Best Practices in Supplier Performance System
- Best Practices in Supplier Relations
Case: Supplier Performance Measurement Objectives

Session 3: Developing the Qualification Process
Selecting the best supplier through the implementation of a world class supplier qualification procedure is one of the most important parts of the Supply Management Process.

- Developing The Qualification Process
- The Preliminary Supplier Assessment
- The Supplier Site Assessment
- Who Participates In Supplier Qualification
- The Supplier Evaluation Forms
- Qualified Supplier List
Case: Developing Supplier Qualification Procedure

Session 4: Supplier Performance - What to Measure
In our efforts to increase margins, it is critical to understand the areas in which supplier performance most significantly drives Total Cost of Ownership.

- Key Elements Of Supplier Performance Measurement
- Common Performance Categories
- Category Weighting
- Deciding Which Suppliers To Measure
- The Difficulties Of Measuring Supplier Performance
- Quantitative Vs. Qualitative Data
Cases: What to Measure for the Supplier Scorecard and Determining Criteria Weightings

Session 5: Collecting, Rating, and Reporting Supplier Performance
Only about ¼ of the organizations measure supplier performance and only about 5% of them do it well.

- Collecting the Data
- Rating Methods - Basic Points
- Rating Systems Options
- Developing Performance Standards
- Applying Supplier Performance In Total Cost Of Ownership (TCO)
- Performance Indexing as a KPI
Cases: Selecting Suppliers using Supplier Performance in a TCO model and developing supplier performance indexes.

Session 6: How to Use Performance Measurements
In addition to mitigation risks of supply disruption and lowering total costs, there are a number of other benefits from measuring and analyzing supplier performance.

- Benefits From Measuring And Analyzing Supplier Performance
- Establishing Expectations
- Sharing The Information
- Holding Supplier Recognition Events
- Motivate Supplier With Performance Measurements
- Expectations From The Supplier’s Point Of View
Case: Letting the Supplier Measure Your Organization as a Customer

Session Outline (continuation……………..)

Expected From The Supplier’s Point Of View

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- Expectations From The Supplier’s Point Of View
Case: Letting the Supplier Measure Your Organization as a Customer
Did you know that as a purchaser you could be responsible for spending over 50% of your organization’s revenue? This could be spent on goods and services like raw material or even overnight mail. Yet, by contrast, labour costs seldom exceed 10 to 15 percent of sales. So when the goal is to increase earnings by lowering costs, you have to look very closely at what and how you buy. Cost Reduction Programs and Cost Price Analysis and tools, when properly implemented, will result in dramatic reductions in cost and bring significant improvements in productivity across your organization.

Key benefits of attending this workshop:
• Explore 20 cost reduction methods and gain substantial savings
• Learn proper Cost Reduction Reporting Procedures
• Streamline and improve your supplier performance
• Master data mining and learn the art of strategic plans
• Accurately monitor your cost improvements
• Learn how to get control of your time with the all important ABC analysis
• Develop your skill in handling Purchase Price Indexes

Course Outline

Purchasing Savings Impact on the Bottom Line
See the purchasing savings go right to the bottom line whereas a small percentage of sales hit the bottom line
• The need for change
• Purchasing savings model

Essential Issues in Cost Reduction Initiatives
• A check list resulting for experiences

Cost Reduction Reporting Procedures
A formal reporting process is essential for you to have a successful initiative and to motivate people to search for savings
• Difference between cost reduction and avoidance
• Types of reduction
• Sample reporting form

Continuous Improvement Skills Set
This will give you an essential skill set and training
• A comprehensive list of crucial skill sets

Data Mining
The 1st critical step for you to perform world class purchasing is to have a spend profile
• Sources of date to develop the spend profile
• Developing the spend profile
• Commodity Codes
• Developing the ABC analysis

Opportunity Assessment
After the spend profile is developed, you need to show how to analyze data. Included are some essential tools used by very few purchasers
• Analyzing the spend profile
• A demonstration of how to use Pivot Tables, Filters in Excel Course outline

Course Outline (continuation……………..)

Develop Opportunity Hypotheses
This will enable you to identify specific opportunities and how to rank them
• User group brainstorming sessions
• The Improvement Opportunity form

Purchase Price Index
This will show you how to develop a KPI to show positive savings performance even when prices are increasing
• Developing company purchase price index and comparing to external Indexes

Cost Reduction Methods
This will clarify typical savings methods and enable you to implement improved performance
• Benchmarking
• Early Purchasing
• Supplier Involvement
• Supplier reduction
• Advancing supplier relationships
• Supplier qualification methods
• Supplier performance measurement
• Strategic alliances
• Understanding of supply marketplace
• Developing commodity plans
• Resisting price increases
• Reengineering processes
• Negotiations
• Inventory reduction
• Improving terms & conditions
• Long term agreements
• Information Systems
• Value analysis
• Reducing Waste in the supply chain
• Defining Price/ Cost Analysis

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Robi, lifetime C.P.M and Founder-Director of Bendorf & Associates, has over 30 years of diversified industrial purchasing and sales experience involving both domestic and international activities for a broad range of manufacturing and service businesses. His vast practical experience combined with an excellent theoretical understanding, strategic focus, and ability to quickly implement concepts makes him a much sought after international authority in procurement.

HERE ARE A FEW HIGHLIGHTS OF HIS ILLUSTRIOUS CAREER:

**Westinghouse Distribution and Control Business Unit:**
- **$14 million in cost reductions** by developing procurement strategies for key commodities that took advantage of multi-plant volumes and resources
- **Increased value from 17 to 30%** of materials controlled by central purchasing by managing commodity specialists in implementation of strategies

**Westinghouse Trading Company:**
- **Doubled sales income** by promoting benefits of overseas procurement to Westinghouse corporate and division level executives
- **Achieved cost savings opportunities of over $3 million** by on-site analysis of products and components purchased or made in house.
- **Tripled supplier base** by determining potential sourcing countries and locating new suppliers

**Westinghouse Commercial & Industrial Air Conditioning Division:**
- **Improved productivity of department by 76%** with excellence guidelines
- **Increased cost reduction by 200%** with cost reduction strategies

**Medical Instrument Manufacturing Division of Fortune Top 100 Corporation with Annual Sales $700 million:**
- **Achieved 20 to 35% savings** from overseas suppliers by developing formal Global Sourcing Process and implementing actions

**Non-Profit Health Insurance Association Annual Sales:** Over $2 Billion:
- **Accomplished $1.5 million in savings in less than 6 months** by re-organizing spend profile

**Large non-profit Professional Society Annual Revenues $70 million:**

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**TRAINING SCHEDULE**

08.30am  Registration & Morning Coffee
09.00am  Training Starts
10.45am  Morning Coffee Break
11.00am  Training Resumes
01.00pm  Lunch
02.00pm  Training Resumes
03.40pm  Afternoon Coffee Break
04.00pm  Q & A
05.00pm  End of Training

To Register, please see the last page

CONTACT US  if you would like to have an IN-HOUSE TRAINING info@purchasing-procurement-center.com
Stuart Emmett (MSc (Cranfield UK); BA Hons (OU); FCILT; FIFP; FCIT; FCMI; M.Inst.LM; MCIPS; MCIPD).

Stuart Emmett is a Senior Consultant and Procurement Expert from the UK specialising in Purchasing, Procurement Supply Management and related areas of Inventory, Transport, Production and Warehousing.

After starting his career in Freight Forwarding Stuart specialized in the analysis of costs and service factors and the tendering/seletion of freight service providers. Pursuing his passion in procurement he held commercial roles and later since 1990 consulted and trained in many industries to over 50 nationalities and in over 30 countries on 6 continents. Stuart was also a visiting Professor to Cambridge Pragmatix in Beijing, China.

Besides undertaking training, Stuart also acts as a coach and mentor to individuals/groups, and also as a catalyst/consultant to effect change to existing methods by effecting improvements and introducing new ways. Developing management and supply management excellence is his business.

He is a well known author and joint author of over 25 books. Some of his well known titles are:

- **Excellence In Procurement: How To Optimise Costs & Add Value**
- **Excellence in Services Procurement**
- **Excellence in Supplier Management**
- **Excellence in Public Sector Procurement**

Other titles are: “Stores and Distribution”, “Excellence in Warehouse Management”, “Excellence in Inventory Management”. His book on “Green Supply Chains” was awarded the “Most Innovative Supply Chain Book of the Decade” by Supply Chain Insights.

Finally, Stuart is not only an established author, but is also an outstanding instructor who engages the class and every participant learns in an excited and entertaining way. This is what clients say about Stuart:

“In Stuart Emmett, we have not only one of the countries acknowledged leaders in training, but who also has the practical background to relate this to the real problems faced by managers”

(John Perry Managing Director Scala Consulting Limited).

“I really think you did remarkably well and definitely understand the audience - brilliant!”

(Jenny Lazeal, Conference Organiser SAPICS)

“Stuart brings humour and common sense to complex business and training issues. He remains cool under pressure, and is deservedly popular with delegates on training courses.”

(Peter Foreman, Owner, Traprain Consultants Ltd)

“The score for the course overall was 4.9 out of 5! Good work!”

(Jan Taylor, Lloyds Maritime Academy, London)

“His delivery, breadth of knowledge and his patience with his students on some of the more complex modules set him apart from many lecturers I have worked with. … If you need someone to deliver any training ….you will find no better. Top Qualities: Great Results, Personable, Expert “

(Roy Herley)
REGISTRATION FORM

DELEGATE DETAILS

Name: ........................................................................................
Job Title: ........................................................................................
Mobile: ........................................................................................
Email: ........................................................................................

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Job Title: ........................................................................................
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COMPANY INFORMATION

Name: ........................................................................................
Telephone: ........................................................................................
Fax: ........................................................................................
Address: ................................................................................................

AUTHORIZATION (This form is invalid without signature)

Name: ........................................................................................
Job Title: ........................................................................................
Signature: ........................................................................................
Date: ........................................................................................

CONTACT PERSON

Name: ........................................................................................
Job Title: ........................................................................................
Telephone: ........................................................................................
Fax: ........................................................................................
Email: ........................................................................................

Important: Please fill all details in this registration form.

PAYMENT DETAILS

PAYMENT OPTIONS: Please tick your method of payment
PAYMENT POLICY: Payment is required within 5 days upon receipt of the invoice.

☐ BANK TRANSFER
Bank Name: STANDARD CHARSTERED BANK MALAYSIA BERHAD
Bank Address: Lot 10, Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia
Bank Account Name: KAVAQ BUSINESS INTELLIGENCE (M) SDN BHD
Bank Account No: 897156698585
Swift Code: SCBLMYXX
All payments must be received prior to the event date.

☐ CHEQUE
Please make your cheque crossable payable to KAVAQ BUSINESS INTELLIGENCE (M) SDN BHD in Malaysia Ringgit (MYR).

Investment Fee (Please tick / check box)

☐ REGULAR FEE RM 5,995.00 / USD 1,995.00 per participant
☐ Group of 3 to 5 (8% off) RM 5,515.00 / USD 1,835.00 per participant
☐ Group of 6 or more (17% off) RM 4,975.00 / USD 1,655.00 per participant

Select the trainings to attend (Please tick / check box)

☐ 7 STEP STRATEGIC SOURCING
5–6 November 2012, Kuala Lumpur, Malaysia

☐ PURCHASING & CONTRACTS COST PRICE ANALYSIS
7–8 November 2012, Kuala Lumpur, Malaysia

☐ EXCELLENCE IN THE PROCUREMENT OF SERVICES
17–18 December 2012, Kuala Lumpur—Malaysia

☐ CATEGORY MANAGEMENT IN PROCUREMENT
19–20 December 2012, Kuala Lumpur—Malaysia

☐ SUPPLIER QUALIFICATION AND PERFORMANCE MEASUREMENT
14–15 January 2013, Kuala Lumpur, Malaysia

☐ COST REDUCTION IN PURCHASING
16–17 January 2013, Kuala Lumpur, Malaysia

NOTE: The investment fee does not include any taxes (withholding or otherwise). In case of any taxes applicable the client has to ensure that the taxes are paid on top of the investment fee paid for the course. Compliance with the local tax laws is the responsibility of the client.