Procurement Fundamentals and Best Practices

8 – 12 November 2027
Kigali (Rwanda)



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Introduction

This course covers Procurement Fundamentals and Best Practices from a practical perspective, helping participants understand the full procurement cycle, from identifying needs, preparing purchase requests, and analyzing suppliers to negotiation, issuing purchase orders, following up on delivery, and evaluating performance.

The course focuses on procurement as a strategic function that contributes to cost control, supply quality improvement, risk reduction, and business continuity. It also explains how to deal with suppliers, prepare specifications, evaluate proposals, manage contracts, and monitor performance indicators to ensure the best value for the organization.

The course content is structured in a clear and connected sequence. It begins with the core concepts of procurement management, then moves into planning and supplier sourcing, followed by proposal analysis and negotiation, contract and risk management, and finally procurement performance improvement and best practices in the workplace.

Course Objectives

By the end of this course, participants will be able to:

- Understand the strategic role of procurement within the organization.
- Analyze the procurement cycle from need identification to supplier evaluation.
- Prepare purchase requests and specifications clearly and accurately.
- Differentiate between different procurement methods and select the most suitable approach.
- Define supplier selection criteria and assess supplier capabilities.
- Analyze supplier offers in terms of price, quality, delivery, and risk.
- Apply effective negotiation techniques to achieve better value.
- Understand the basic principles of contract management and purchase orders.
- Monitor supplier performance using measurable indicators.
- Manage procurement and supply risks in a structured way.
- Improve procurement efficiency and reduce waste and delays.
- Apply best practices to strengthen transparency and compliance in procurement processes.



Course Outlines

Day 1: Procurement Role and the Organizational Purchasing Cycle.

- Definition of procurement management and its role in supporting organizational objectives.
- Difference between operational purchasing and strategic procurement.
- Stages of the procurement cycle from need identification to closure.
- Relationship between procurement, finance, operations, and stores.
- Importance of advance planning in reducing costs and delays.
- Identifying stakeholders in the procurement process.
- Basic requirements for transparency and compliance in procurement.
- Practical exercise on analyzing a procurement cycle within an organization.

Day 2: Needs Planning and Supplier Selection.

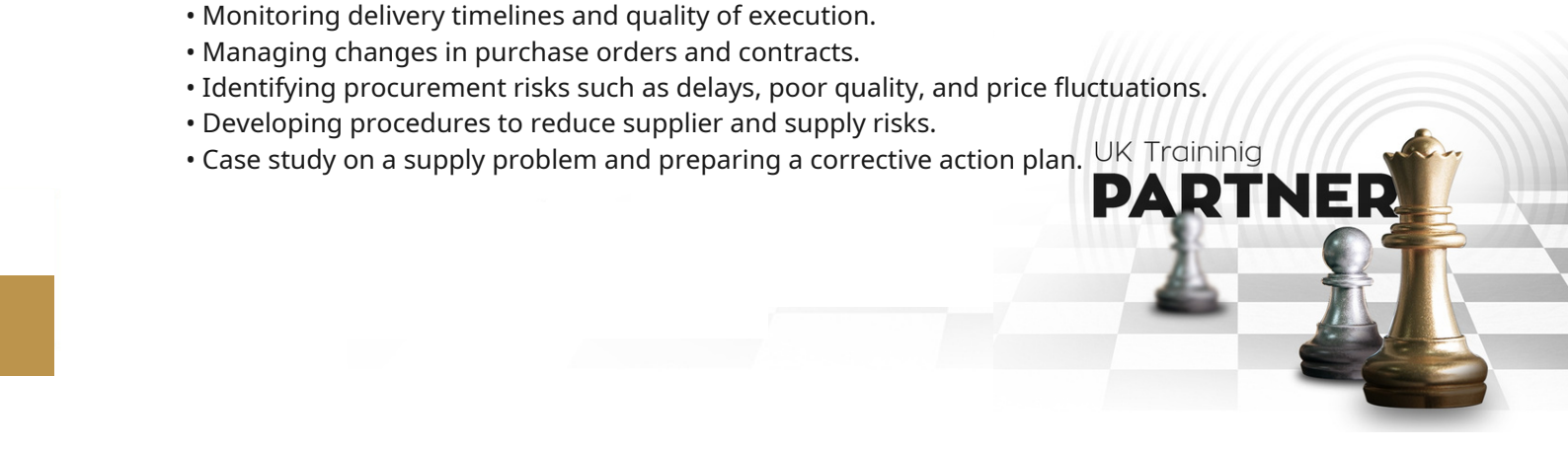
- Identifying procurement needs accurately.
- Preparing technical and commercial specifications for goods and services.
- Preparing purchase requests and supporting documents.
- Sourcing suppliers and developing approved supplier lists.
- Supplier prequalification criteria.
- Evaluating supplier capabilities in terms of quality, price, experience, and commitment.
- Managing supplier relationships before and during the purchasing process.
- Practical application on preparing supplier selection criteria.

Day 3: Proposal Analysis and Procurement Negotiation.

- Types of supplier offers and methods for receiving and reviewing them.
- Analyzing technical and financial proposals in a structured way.
- Comparing suppliers based on clear evaluation criteria.
- Understanding best value versus lowest price.
- Identifying direct and indirect cost elements.
- Fundamentals of negotiation in procurement.
- Handling objections and improving supply terms.
- Practical workshop on analyzing multiple offers and selecting the most suitable proposal.

Day 4: Purchase Orders, Contracts, and Risk Management.

- Preparing purchase orders and understanding their key components.
- Important clauses in procurement and supply contracts.
- Responsibilities of parties in supply processes.
- Monitoring delivery timelines and quality of execution.
- Managing changes in purchase orders and contracts.
- Identifying procurement risks such as delays, poor quality, and price fluctuations.
- Developing procedures to reduce supplier and supply risks.
- Case study on a supply problem and preparing a corrective action plan.



Day 5: Performance Measurement and Procurement Best Practices.

- Key performance indicators in procurement management.
- Measuring supplier performance in terms of quality, commitment, and cost.
- Analyzing causes of procurement delays or weak performance.
- Improving procurement procedures and reducing unnecessary steps.
- Using reports to support purchasing decisions.
- Best practices in procurement governance and compliance.
- Preparing an improvement plan for a procurement process within the organization.
- Final presentation and discussion of participants' applications.

Why Attend this Course: Wins & Losses!

- Gain a practical understanding of the procurement cycle from start to finish.
- Improve the ability to prepare clear and well-structured purchase requests.
- Develop skills in supplier evaluation and selection.
- Improve the quality of technical and financial proposal analysis.
- Strengthen negotiation skills to achieve better value for the organization.
- Reduce risks related to delays and poor quality in supply processes.
- Understand the fundamentals of purchase orders and procurement contracts.
- Improve supplier follow-up and performance measurement.
- Enhance coordination between procurement and other departments.
- Support transparency and compliance in procurement decisions.
- Reduce waste and unnecessary costs.
- Build a more organized approach to managing procurement processes.

Conclusion

This course provides a practical and connected framework for understanding procurement fundamentals and best practices, with a focus on the skills needed by professionals working in procurement, supply chain, and departments involved in purchasing and supply activities.

The course begins by explaining the role of procurement within the organization and its impact on cost, quality, and business continuity. It then moves into needs planning, specification preparation, and supplier selection. After that, the focus shifts to proposal analysis and negotiation, followed by purchase order, contract, and risk management, before moving into performance measurement and process improvement.

The program helps participants manage procurement activities in a more organized way by using clear criteria for supplier selection, proposal analysis, execution follow-up, and performance evaluation. It also supports the ability to reduce errors, improve purchasing decisions, and strengthen transparency and compliance.

By the end of the course, participants will be better prepared to manage procurement processes efficiently, achieve better value for the organization, reduce risks, improve supplier relationships, and apply procurement best practices in daily work environments.

