

SIGN UP FOR THIS
CUSTOM SEMINAR DELIVERED
RIGHT AT YOUR PLANT!

About the Seminar Leader:

Mary Lu Harding has expertise in materials management, especially Manufacturing Resource Planning (MRP) II and purchasing, as well as JIT, team development, and total quality management. She co-authored the textbook *Purchasing* and a video entitled *Systems Contracting*.

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The Fundamentals of Purchasing

Put together a complete picture of what you need from suppliers and get what you want – every time.

What You Can Expect From This Seminar

This seminar is a comprehensive presentation on the basics of purchasing. Without a firm grasp of purchasing basics, you could give away leverage you shouldn't – or worse – jeopardize your company's relationships with suppliers.

The seminar reveals how to maximize your value and leverage and reviews the legal and ethical issues involved in purchasing. You'll practice negotiation principles, identify what to include in total cost, and learn a scheme for calculating it.

– **Mary Lu Harding, Seminar Leader**

These hours may be applied toward National Association of Purchasing Management C.P.M. re-certification and/or A.P.P. re-accreditation program requirements. NAPM's consent to provide a program number for these educational events is not an endorsement of these programs or their content by NAPM.

Seminar Content

DAY 1 AM

- Overview: the purchasing function
- The purchasing environment/processes
- Evaluating types of demand/demand patterns
 - The requisition process
 - Internal negotiations
 - Preparing an RFQ
 - Evaluating quotes; placing the order
 - Documentation and audits
 - Record retention

DAY 1 PM

- Legal issues affecting purchasing
 - The law of agency; contract law
 - Types of contracts; when to use them
 - The Uniform Commercial Code
 - Reciprocity
 - Anti-trust laws and how they affect purchasing
- Sourcing and supplier selection
 - Finding sources of supply
 - Supplier relations: new suppliers through partnerships
- Supplier evaluation and certification
 - Evaluating suppliers: what to look for
 - Suppliers: Develop? Or dump?
 - Supplier certification: what works/ what doesn't

DAY 2 AM

- Price/cost analysis
 - The elements of price/pricing policies
 - Discounts
 - Negotiating price formulae with uncertain costs
 - Elements of total cost/how to calculate
- Quality issues
 - Defining what we need
 - Specifications and standardization
 - Inspection
 - SQC and its applications
 - The burden of proof
 - Warranties

DAY 2 PM

- Negotiations
 - Power and expectations
 - The power of legitimacy
 - Negotiation strategies and tactics
 - Fighting the price increase
- Ethics in purchasing
 - Gifts and entertainment
 - Information
 - Conflicts of interest
- The next level: job design, process simplification, professional training, and performance appraisal

Who Should Attend

Anyone who deals directly with suppliers, experienced purchasers who want to refresh their skills, members of supplier-management teams, people in other disciplines who have purchasing responsibilities, and people new to purchasing.

How To Get the Most From This Seminar

Look at the nature of your job right now: the commodities, dollars, demand patterns, work load, and sources of problems. Identify the problem areas – then think about what you want to change. Bring those ideas with you to the seminar.

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