International Certificate in Purchasing & Supply (CIPS)

Unit 1 (5 days)
Understanding Purchasing Principles

- The importance of quality, delivery, price, quantity and place
- Developing Specifications and using standards
- Brand names, samples, designs and drawings
- The principles of standardization
- The purpose of a contract
- Legal responsibilities of the buyer and seller
- Relevant legislation – ethical considerations and the CIPS ethical code

Unit 2 (5 days)
Selecting the Right Suppliers

- Understanding the importance of selecting the right supplier in the purchasing process
- Sources of supply
- Supplier appraisal and its importance
- Evaluating supplier capability and commitment
- Sources of information for Supplier evaluation
- Methods of obtaining quotations or tenders from suppliers
- How to evaluate tenders received from suppliers

Unit 3 (5 days)
Effective Negotiation

- Understanding negotiation
- How to plan negotiation and the factors
- The people involved and their behavior
- Setting objectives for the negotiation
- Conducting the negotiation at various stages
- Persuasion methods and tactics
- Characteristics and body language
- Cultural differences
- Face-to-face and telephone negotiations

Unit 4 (5 days)
Managing Inventory

- Understanding inventory and its importance to the organization
- Cost of ordering and holding stock
- Evaluating stock costs
- Control stock effectively and efficiently
- Determining demand

- Forecasting Systems
- Setting Safety and Service levels
- Inventory planning and control systems such as MRP, MRPII, DRP and JIT
- Stores/Warehouse location and layout
- Materials flow, recording transactions

Unit 5 (5 days)
The Business Environment

- Understanding the business environment
- Different types of organization
- Corporate Culture, goals and strategy
- The organization product lines and markets
- Types of Organizational Structures
- How corporate strategy affects the purchasing and supply function
- Information systems
- The impact of corporate policies on quality, health, safety and human resources

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