



**CERTIFIED PURCHASING PROFESSIONAL**

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**CERTIFIED PROFESSIONAL PURCHASING  
MANAGER**

# FOCUS ON BEST PURCHASE PRACTICES

## WORLDWIDE

International sourcing emerged initially as a reactive approach designed to reduce production costs and neutralize the threat of foreign competition. Today, leading edge firms have shifted the focus of their interactional sourcing efforts to that of a proactive strategy that pursues a sustainable competitive advantage. The challenge of a purchase specialists and managers is to explore best practices in interactional sourcing that positively impact a firm's competitiveness.

A keen understanding of sourcing and procurement cost takeout is very important at the strategic level. One needs to identify where an organization can consolidate spend, use enterprise leverage to negotiate lower unit cost, and then direct the users to purchase from the new enterprise contract. However, in a large global institution, with a fair degree of autonomy in the business units, these tasks can be very difficult to implement. Many a time, companies use leading practices in isolated pockets throughout the enterprise.

There are perceived risks in international procurement like Exchange rate fluctuations, which, at a minimum, make pricing uncertain over time. Hedging can reduce this uncertainty, but hedging has its own hazards. Failure to buy according to a forecast (the normal state of affairs in most manufacturing companies) can lead to significant unexpected gains or losses. Best-practice companies are flexible in selecting which currencies to use in purchasing. They can forecast exchange rates and act accordingly.

Best-practice companies analyze political risks on an adhoc basis and other risks more formally. Best-practice companies certify suppliers in house, sometimes in conjunction with ISO standards or third party qualification. Environmental standards are a significant concern among best-practice companies.

Best-practice companies strive to have legally enforceable contracts with their suppliers. These contracts are used to compel compliance through arbitration or the threat of lawsuits, although disputes are rarely settled in court.

Best-practice companies evaluate potential foreign suppliers the same way they evaluate domestic suppliers. They measure and manage existing foreign and domestic suppliers using the same criteria consistently throughout the organization. Best-practice companies achieve credit terms with their suppliers and rarely use letters of credit.





## PROGRAM DETAILS

- Are you frustrated because there are few good purchasing job opportunities, yet so much competition for them?
- Are you tired of being paid less than you're worth?
- Are you annoyed that you don't get the respect and recognition you deserve?
- Are you afraid that your skills are not valued by your employers?
- Are you a purchasing and supply chain management professional?



## THERE IS GOOD NEWS!

You can achieve your personal and professional goals more easily. You can get the skills, strategies and credentials you need to become a world-class purchasing professional. And you can start getting the rewards out of your career that you really want!



## SO WHAT IS THE SECRET TO A REWARDING PURCHASING CAREER?

There are two successive courses -- one on one -- two levels of certification that can set you on your way to a rewarding career.

**The Certified Purchasing Professional (CPP) and the Certified Professional Purchasing Manager (CPPM).**

The first certification is meant for those who have demonstrated the skills to successfully implement improved purchasing and supply chain practices as part of a business solution in an organization.

The American Purchasing Society certification program is the most authentic certification program for purchasing professionals. The programs have been continually improved since its inception. Other organizations have realized the value of the American Purchasing Society program and have instituted programs of their own, but the Chools consulting program is the best because it blends academics with hands-on training to create experts out of professionals. There is now a huge network of Chools Consulting certified professionals throughout the world.

# PROGRAM DESIGNED FOR

- The CPP is meant for all purchasing professionals who need the right credentials and skills to set themselves firmly on the road of success. This is a foundation course that helps a professional to understand the basic tenets of international sourcing, procurement and risk management. This course is ideal for procurement and supply chain professionals who are already working in the procurement department of any organization and need a certification for a promotion or to validate their knowledge and professionalism.
- The CPPM is an advanced course where the skills of purchase managers are honed and they develop an insight into the challenges of the industry that they are engaged in. Complex problem solving, case studies and much more await purchase managers at this level of certification
- The CPP and CPPM is the most relevant, contemporary and world class certification that students can avail of worldwide
- This is the first time that the Chools consulting has joined hand with an internationally reputed training and educational consultancy like Chools consulting to introduce a comprehensive training programme followed by a prestigious certification.
- There are two levels of certification, one that paves the foundation for a flourishing career in purchase and the second that helps you to attain advanced knowledge and expertise.
- The course content is practical and helps students to deliver measurable results and savings for the brand/enterprise they work for. The certification program is imperative for purchasing professionals who would like a rewarding career and want to pursue the highest recognition in the field of supply chain management.
- From reverse auctions and eProcurement to strategic sourcing to improving supplier performance and more, you'll learn exactly how to deliver results for your employer. And when you make your employer more successful, your own career success is likely to follow!

## BENEFITS OF PROFESSIONAL CERTIFICATION

Certification is crucial towards becoming a world-class purchasing professional. Today's employers refuse to reward employees for yesterday's skills. They demand that purchasing professionals should use most modern skills and achieve unprecedented results. They want purchasing professionals to save more money, achieve better operational performance, and reduce risk.

The CPP and CPPM are impressive purchasing certifications that validate your stand as a successful professional. It is just what you need to bring the most modern purchasing practices into your organization and achieve your career potential.

**CPP | CPPM**





## PROFESSIONALISM

- Certification indicates a high level of professionalism to both co-workers and customers, increasing one's value in the market place.

## LEADERSHIP

- Certification signifies an employee as dedicated to continuous improvement of himself/herself.

## RECOGNITION

- Only a small fraction of professionals ever achieve certification, indicating that they are a leading professional in the purchasing and supply chain profession.

## KNOWLEDGE

- Certification will improve one's understanding of the most current processes and trends in the purchasing and supply chain profession.

## ETHICAL BEHAVIOR

- Individuals who become certified must subscribe to a rigorous code of ethics appropriate to the purchasing profession.

## DOES CERTIFICATION IMPACT SALARY LEVELS?

Research data has shown that employers typically reward certified employees with salaries that are 40 to 50% higher than those who are not certified. A high correlation between certification and salary exists for virtually all professions and all industries sampled.

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# COURSE OUTLINES

## INTRODUCTION TO PURCHASING

- Purchasing Cycle
- Purchasing System
- Purchasing Steps

## PROCUREMENT PLANNING

- Advance Purchase Planning
- Purchasing Complexity
- Procurement Planning Content

## PROCUREMENT METHODS

- Price Competitive Approach
- Blanket Purchase Agreements
- Electronic Procurement

## NEGOTIATION STRATEGIES

- Steps in Negotiating
- Tools in Negotiating
- Types of Negotiations

## CONTRACTS

- Introduction and Overview
- Elements of a Contract
- Duties and Obligations
- Types of Purchasing Contracts

## SOURCES OF SUPPLY

- Order of Precedence
- Make or Buy
- Lease Purchase Analysis

## SOLICITATION

- Solicitation Planning
- Written Solicitation

## SUPPLIER RATING

- Categorical Method
- Cost Point Method
- Vendor Profile Analysis

## INTERNATIONAL SOURCING

- Overview of Worldwide Sourcing
- Offshore and Domestic Purchasing
- Trade Barriers
- Currency Risk Management
- Currency Adjustment Factors
- Currency Hedging
- Global Sourcing Strategies

## PURCHASING & STRATEGY DEVELOPMENT

- Linking Purchasing and Corporate Strategy
- Purchasing Goals and Objectives
- Purchasing Strategy Development Process
- Types of Purchasing Strategies
- Supply Management

## PURCHASING MANAGEMENT

- Importance of Management
- Inter personal skills
- Management Functions
- Globalization

## MANAGEMENT

- Functions of Management
- Levels of Management
- Management Theory

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# COURSE OUTLINES

## STRATEGIC MANAGEMENT

- Strategic approaches
- Understanding the Vision and Mission
- Strategic Management Process

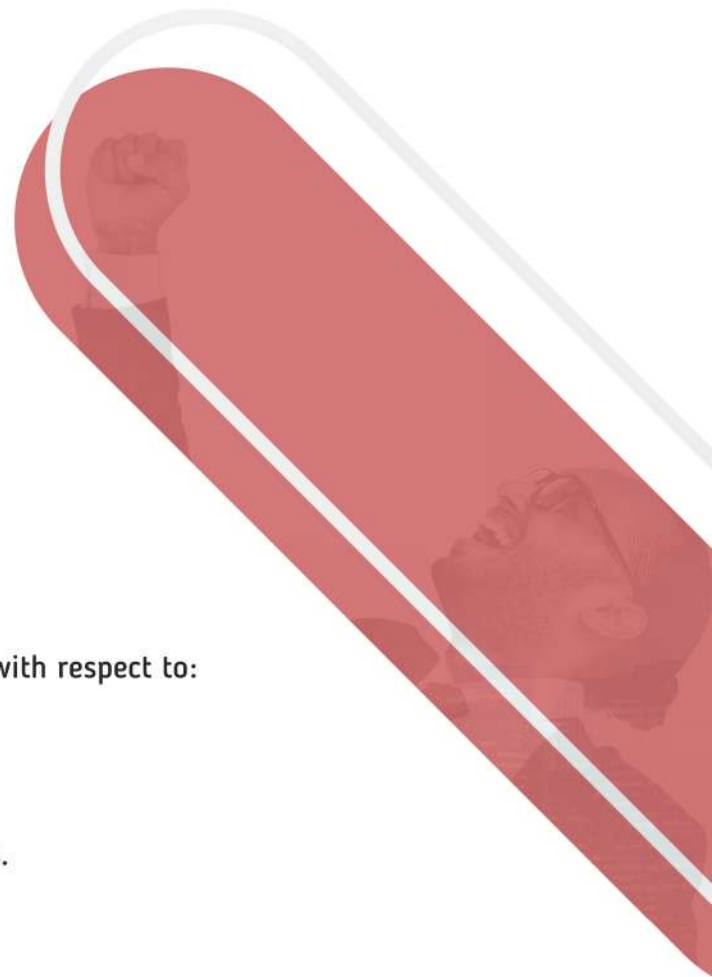
## PURCHASING CONSULTING

- Project and Engagement
- GAP Analysis
- Purchasing Evaluation and Benchmarking Review
- Advance Consulting Skills

## ESSENTIALS OF INTERNATIONAL TRADING

How to execute and handle the purchases internationally with respect to:

- INCOTERMS 2010 "Transfer of costs and risks".
- Rules of carriage of goods by sea act.
- Bill of Lading definition, importance, types and entries.
- Purchases by Documentary Letters of Credits
- Marine Insurance Covers.





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