



PROCUREMENT AND SUPPLY CHAIN MANAGEMENT | PSCM-036

Procurement for Non-Procurement Managers

Contact

+31 85 7444446
info@aractech.com
https://aractech.com

Address

Waarderweg 50, 2031PB Haarlem - Netherlands.

Course content

Why Attend

Managers across organisations specify needs, select suppliers and manage contracts, often without procurement training. Their decisions significantly affect cost, risk and compliance.

This Aractech course explains procurement processes and policies, defining requirements, working with procurement teams, supplier selection basics, ethics and compliance, contract basics and managing suppliers. Participants work through procurement scenarios.

Course Methodology

- Practical scenarios
- Case studies
- Group discussions
- Templates
- Q&A

Course Objectives

- Understand procurement processes and policies
- Define requirements clearly
- Work effectively with procurement teams
- Contribute to supplier selection
- Comply with ethics and procurement rules
- Manage suppliers and contracts day to day

Target Audience

- Department managers
- Budget holders

Course content

- Project managers
- Engineers and technical specialists

Course outline

Detailed course outline

Day-by-day outline for Procurement for Non-Procurement Managers.

Day 1 - Procurement Basics

- 09:00-09:45 | Why procurement matters
- 09:45-10:30 | Procurement process
- 10:30-11:00 | Roles
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Roles (continued)
- 11:45-12:30 | Policies
- 12:30-14:00 | Exercise: Process mapping

Day 2 - Defining Requirements

- 09:00-09:45 | Specifications
- 09:45-10:30 | Statements of work
- 10:30-11:00 | Budgets
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Budgets (continued)
- 11:45-12:30 | Market options
- 12:30-14:00 | Workshop: Writing a specification

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Day 3 - Supplier Selection

- 09:00-09:45 | Quotations and tenders
- 09:45-10:30 | Evaluation criteria
- 10:30-11:00 | Negotiation basics
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Negotiation basics (continued)
- 11:45-12:30 | Decisions
- 12:30-14:00 | Exercise: Bid evaluation

Day 4 - Ethics and Compliance

- 09:00-09:45 | Conflicts of interest
- 09:45-10:30 | Gifts
- 10:30-11:00 | Fraud risks
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Fraud risks (continued)
- 11:45-12:30 | Transparency
- 12:30-14:00 | Case study: Procurement breach

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Day 5 - Managing Suppliers

- 09:00-09:54 | Contract basics
- 09:54-10:48 | Performance
- 10:48-11:00 | Issues
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Issues (continued)
- 12:12-13:06 | Relationships
- 13:06-14:00 | Capstone: Procurement scenario

Seminar dates

Available seminar dates

Live dates and pricing for Procurement for Non-Procurement Managers generated from the course details page.

Date	Location	Format	Fee
4 - 8 January 2027	London	Classroom	€2,315
1 - 5 February 2027	Munich	Classroom	€3,225
1 - 5 March 2027	Madrid	Classroom	€3,400
5 - 9 April 2027	Geneva	Classroom	€4,315
3 - 7 May 2027	Istanbul	Classroom	€1,978
7 - 11 June 2027	Kuala lumpur	Classroom	€1,925
5 - 9 July 2027	Amsterdam	Classroom	€2,830
2 - 6 August 2027	London	Classroom	€2,315
6 - 10 September 2027	Kuala lumpur	Classroom	€1,925
4 - 8 October 2027	Amsterdam	Classroom	€2,830

Seminar dates

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Date	Location	Format	Fee
1 - 5 November 2027	London	Classroom	€2,315
6 - 10 December 2027	Barcelona	Classroom	€2,815
4 - 8 January 2027	Online / Live	Online / Live	€1,815
1 - 5 February 2027	Online / Live	Online / Live	€1,815
1 - 5 March 2027	Online / Live	Online / Live	€1,815
5 - 9 April 2027	Online / Live	Online / Live	€1,815
3 - 7 May 2027	Online / Live	Online / Live	€1,815
7 - 11 June 2027	Online / Live	Online / Live	€1,815
5 - 9 July 2027	Online / Live	Online / Live	€1,815
2 - 6 August 2027	Online / Live	Online / Live	€1,815

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