

ADMINISTRATION AND SECRETARIAL | AS-020

Purchasing and Supplies for Administrators

Contact

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Course content

Why Attend

Administrators often buy office supplies, services and equipment and manage suppliers. Good purchasing practice saves money and ensures compliance with policies.

This Aractech course covers purchasing policies, identifying needs, obtaining quotations, comparing suppliers, raising purchase orders, managing deliveries and invoices, stock control for supplies, supplier relationships and ethics. Participants practise purchasing processes.

Course Methodology

- Practical exercises
- Case studies
- Templates
- Group discussions
- Reviews

Course Objectives

- Apply purchasing policies and procedures
- Specify needs and obtain quotations
- Compare and select suppliers
- Process purchase orders, deliveries and invoices
- Control office stock and supplies
- Manage supplier relationships ethically

Target Audience

- Administrative staff with purchasing duties
- Office managers

Course content

- Executive assistants
- Facilities coordinators

Course outline

Detailed course outline

Day-by-day outline for Purchasing and Supplies for Administrators.

Day 1 - Purchasing Basics

- 09:00-09:45 | Purchasing process
- 09:45-10:30 | Policies
- 10:30-11:00 | Approval limits
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Approval limits (continued)
- 11:45-12:30 | Ethics
- 12:30-14:00 | Exercise: Policy review

Day 2 - Quotations and Suppliers

- 09:00-09:45 | Specifying needs
- 09:45-10:30 | Requesting quotations
- 10:30-11:00 | Comparing offers
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Comparing offers (continued)
- 11:45-12:30 | Supplier selection
- 12:30-14:00 | Workshop: Quotation comparison

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Day 3 - Orders and Invoices

- 09:00-09:45 | Purchase orders
- 09:45-10:30 | Deliveries
- 10:30-11:00 | Invoice matching
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Invoice matching (continued)
- 11:45-12:30 | Payments
- 12:30-14:00 | Exercise: Order process

Day 4 - Stock and Supplies

- 09:00-09:45 | Stock control
- 09:45-10:30 | Reorder levels
- 10:30-11:00 | Storage
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Storage (continued)
- 11:45-12:30 | Reducing waste
- 12:30-14:00 | Case study: Supplies overspend

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Day 5 - Supplier Relationships

- 09:00-09:54 | Performance
- 09:54-10:48 | Problems and complaints
- 10:48-11:00 | Negotiation basics
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Negotiation basics (continued)
- 12:12-13:06 | Continuous improvement
- 13:06-14:00 | Capstone: Purchasing procedure

Seminar dates

Available seminar dates

Live dates and pricing for Purchasing and Supplies for Administrators generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	Rome	Classroom	€3,460
14 - 18 December 2026	Munich	Classroom	€3,225
18 - 22 January 2027	Barcelona	Classroom	€2,815
15 - 19 February 2027	Paris	Classroom	€3,825
15 - 19 March 2027	Frankfurt	Classroom	€1,875
19 - 23 April 2027	Barcelona	Classroom	€2,815
17 - 21 May 2027	Istanbul	Classroom	€1,978
21 - 25 June 2027	Rome	Classroom	€3,460
19 - 23 July 2027	Munich	Classroom	€3,225
16 - 20 August 2027	Barcelona	Classroom	€2,815

Seminar dates

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20 - 24 December 2027	Istanbul	Classroom	€1,978
9 - 13 November 2026	Online / Live	Online / Live	€1,815
14 - 18 December 2026	Online / Live	Online / Live	€1,815
18 - 22 January 2027	Online / Live	Online / Live	€1,815
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21 - 25 June 2027	Online / Live	Online / Live	€1,815
19 - 23 July 2027	Online / Live	Online / Live	€1,815
16 - 20 August 2027	Online / Live	Online / Live	€1,815
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