

# WEBINAR: Purchasing Management



## Overview

Want to transform the way you manage purchasing? Join our webinar on Purchasing Management and discover cutting-edge techniques, tools, and best practices to improve your procurement process. Designed for professionals aiming to boost efficiency, cut costs, and maximize value, this session offers valuable insights to help you navigate procurement challenges and leverage purchasing as a driver of business success.

## Objectives

- Gain clarity on the main goals of a purchasing function
- Learn about the specific duties involved in purchasing operations
- Establish a suitable and effective purchasing process
- Minimize waste and safeguard your business from undue risks and expenses
- Develop workflows that optimize efficiency, boost revenue, and maximize returns on investment

## Who Should Participate

- Procurement and purchasing managers
- Supply chain professionals
- Business owners and entrepreneurs
- Financial officers and budget planners involved in purchasing decisions
- Team leaders and supervisors who oversee purchasing activities
- Individuals new to purchasing or those aspiring to build a career in procurement

## Key Topics

### I. Introduction

- Welcome and Speaker Introduction
- The Strategic Importance of Purchasing
- Overview of Webinar Objectives

### II. Objectives of the Purchasing Function

- Ensure uninterrupted supply of goods and services
- Achieve cost savings through effective sourcing
- Maintain and improve quality standards
- Build strong supplier relationships
- Contribute to profit improvement and innovation

### III. Core Responsibilities of the Purchasing Function

- Supplier identification and evaluation
- Demand forecasting collaboration with other departments
- Quotation analysis and vendor negotiation
- Purchase Order (PO) creation, monitoring and follow-up
- Inventory alignment and buffer stock planning
- Contract management and legal compliance
- Supplier performance review

Tool Spotlight: RACI matrix for clear purchasing role assignments

### IV. Purchasing Process Flow: Best Practices

- Need Identification
- Specification Development
- Supplier Sourcing and RFQ Process
- Evaluation and Negotiation
- PO Issuance and Order Follow-Up
- Receiving and Inspection
- Invoice Reconciliation and Payment
- Performance Review and Feedback Loop

### V. Waste Reduction and Risk Mitigation in Purchasing

- Identifying hidden waste: Overordering, underutilized suppliers, obsolete stock
- The role of purchasing in Just-in-Time (JIT) and Lean principles
- Risk mapping: Single-sourcing, supplier insolvency, political/geographical risk
- Mitigating risk: Multi-sourcing, safety stock, dual contracts, compliance checks

Real Example: Risk fallout from COVID-era supply disruptions and what changed

### VI. Building Strategic Workflows

- Cross-functional collaboration with Finance, Sales, Ops
- TCO (Total Cost of Ownership) thinking – beyond unit price
- KPI Tracking: Cost savings, PO cycle time, supplier scorecards
- Use of automation and tools: ERP, eProcurement systems, supplier portals

Example Workflow: “Automated Replenishment with Approval Gates”

### VII. Wrap-Up and Action Planning

- Recap of Key Takeaways
- Action Checklist: What to implement first
- Q and A Session

Reserve now! Call us at:

Tel. (02) 8.727.56.28 / (02) 8.727.88.60

Mobile Numbers: Globe: 0915-205-0133 / Smart: 0908-342-3162

/ Sun: 0933-584-7266

Website: [www.businesscoachphil.com](http://www.businesscoachphil.com)

## Duration

- 6 hours

## Webinar Fee

- Php 3,500.00 per participant (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event

## Requirements

- Mobile phone, tablet, computer or laptop
- Download free ZOOM app
- Internet connection
- Good audio connection

## Reservation

- Please call to register (0915.205.0133|0908.342.3162 | 0933.584.7266 | (02) 8.727.5628) or use the registration form below. Kindly fill-out and email to [businesscoachphil@gmail.com](mailto:businesscoachphil@gmail.com). You will receive a confirmation within 48 hours.

## Mode of Payment

- Deposit/Transfer cash payment to Banco de Oro:  
Savings Account Name: BUSINESSCOACH, INC.  
Savings Account Number: 00235-003-71-22
- Kindly email deposit slip or screen capture of payment details (indicate name of participant and seminar title) to confirm reservation.

### Register Now! (Limited Slots Available)



Webinar Title \_\_\_\_\_

Date \_\_\_\_\_

Participant \_\_\_\_\_

Mobile Number \_\_\_\_\_

Email \_\_\_\_\_

Participant \_\_\_\_\_

Mobile Number \_\_\_\_\_

Email \_\_\_\_\_

Participant \_\_\_\_\_

Mobile Number \_\_\_\_\_

Email \_\_\_\_\_

Participant \_\_\_\_\_

Mobile Number \_\_\_\_\_

Email \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

TIN \_\_\_\_\_

Contact Person \_\_\_\_\_

Designation \_\_\_\_\_

Landline \_\_\_\_\_

Mobile Number \_\_\_\_\_

Email Address \_\_\_\_\_

(You may use a separate sheet for additional registrations)

\*Kindly email form to [businesscoachphil@gmail.com](mailto:businesscoachphil@gmail.com)