



Market leading purchasing education

Fundamentals of Purchasing

Would you like to have a career in purchasing?

A fundamental education in purchasing has been shown to be a successful start for thousands of purchasers. The education is aimed at people who make purchasing decisions in their daily work and who, in a stimulating way, want to gain a structured grasp of the entire purchasing process. This fundamental course is a perfect starting point for further development for people who want to have a career in purchasing.

Fundamentals of Purchasing

- A perfect starting point for people who want to have a career in purchasing!
- The course comprises all important aspects of purchasing: Purchasing technology,
- Purchasing law, Logistics, Purchasing finance and Negotiation
- Practical cases, group work and inspiring exercises
- Is given over an entire term and is an introduction to the Certification program in purchasing.



She acquired a taste for purchasing

When Susanne Sjöstedt started as a purchasing assistant at Lyckeby Culinar, she thought that it would only be a temporary job while she took time off from her studies. Susanne had worked with purchasing for many years but had started studying to be a controller at college.

"I was offered a permanent position as purchaser and was active in the entire purchasing process. That was when I once again acquired a taste for purchasing work."

Instead of continuing her controller education, Susanne began with the CISilf®-program. Her increasingly qualified work tasks within purchasing and negotiation made her feel that she needed to improve her theoretical and practical competence.

"The Certification program in purchasing has made me feel stronger as a purchaser today. I have gotten an occupational identity and a more natural role. For me, the most beneficial courses have been in law, negotiation and organization."

The way the CISilf®-program is structured, with course meetings alternating with self-study and the possibility to test the theories in everyday work, fit me extremely well," says Susanne Sjöstedt. ■

Susanne Sjöstedt

Purchaser, Lyckeby Culinar AB
Certified Purchaser Silf, CISilf®



Fundamentals of Purchasing

During the course you will obtain knowledge about purchasing technology, business law, logistics, business finance and negotiation techniques. You will also get insight into how modern purchasing processes in different industries are successfully organised and implemented. After the completion of the course and approved knowledge testing you will get Silf's Purchasing license, which fulfils IFPSM's international requirements.

(Fundamentals of Purchasing is made up of 1 term in the certification program in purchasing, CISilf®, but is also given as an independent course. Once the fundamental education is completed, you decide when you will go further with your studies.)

Contents

Purchasing technology

- Purchasing function's purpose and objectives
- The purchasing process – from needs analysis to follow-up
- The needs analysis process
- Market analysis process and supplier assessment
- Business practices

Purchasing law

- Contract law, purchasing law, international purchasing law, consumer purchasing law and interest law
- The contract process
- Power of attorney
- Supplier conditions and incoterms

Logistics

- The delivery process, delivery monitoring and quality
- Logistics pipeline
- The role of logistics in a company
- Key figure analyses – DuPont

Purchasing finance

- Introduction to corporate finance
- Total cost estimates, contribution estimates, addition estimates
- Corporate accounting, profit and loss statement and balance sheet
- Financial assessment of suppliers
- Corporate games

Negotiation

- The negotiation process - evaluation/ethics, preparation, information
- Openings, concessions and closings
- Practical cases concerning strategic negotiations with preparations

Purpose and educational objectives

To provide a good basis for making effective and businesslike purchases and drive supplier cooperation in a globally structured purchasing environment. You will gain a comprehensive perspective over the entire purchasing process, better purchasing competence and increased confidence in your role as a purchaser. During the education, practical and theoretical elements are constantly integrated.



Who should attend?

People who work with purchasing, contracts/agreements and procurement "part-time or full-time" and who demand a broad purchasing education that gives an introduction to modern purchasing. This education is perfect for both new purchasers and for those people that have worked in purchasing for a few years and have been given greater responsibility. The course is also suitable for people who formulate requirement specifications and that have elements of purchasing work and cost responsibility in their daily work.

The course is carried out as a residential course, which is divided into two blocks of four days each.



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