



Market leading purchasing education

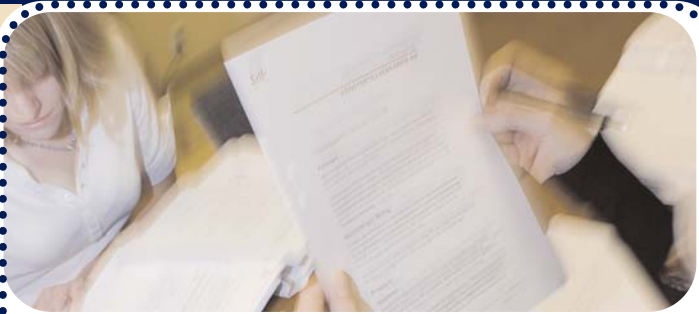
Profitable purchasing – Purchasing card

Who is it that carries out purchasing? And how many purchasers are there at your company? Of course, the answer is that very many employees purchase different types of goods and services.

It is a fact that more than half of all transaction in companies and organisation are carried out by people that are not purchasers, people that have much to gain by obtaining fundamental purchasing skills that will provide better cost control, classifications and processes. During the course you will gain knowledge about ordering, order specifications, negotiations, making cost estimates, pricing, standard conditions and much more that will make you a more successful “part-time purchasers”.

Profitable purchasing – Purchasing card

- Purchasing knowledge for increased cost control and classifications
- Become a successful “part-time purchaser”
- Contract law, supplier relations and negotiations
- Business practices and ethics.



Profitable purchasing – Purchasing Card

It is a fact that more than half of all transactions in companies and organisations are made by people who are not purchasers, but who have primary tasks other than purchasing. This course is for people who are not purchasers but who still purchase goods and services, and who want to do this in a more business-minded and profitable way. During the course you will get knowledge about orders, order specifications, cost estimates, pricing, contracts, standard agreements and much more that will make you a more successful “part-time purchaser”.

Contents

- Business practices and ethics
- The purchaser’s importance to the company and its result
- Supplier relations and negotiations
- Cost estimate and pricing methods
- Fundamental contract law
- Power of attorney
- Standard agreements

Purpose and educational objectives

The purpose of the course is to give people who are not full-time purchasers an understanding and knowledge about the entire purchasing process.

Who should attend?

The course is an introductory course in purchasing that is targeted towards anyone who, in their daily work, orders, purchases or makes order specifications.



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