

THE WORLD HAS CHANGED

RESULT-FOCUSED PURCHASING ASSISTANT



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The IMPOSSIBLE Happened! A Worldwide Shutdown 2021; this CHANGES EVERYTHING in Purchasing and a NEW NORMAL will emerge!

A Worldwide Recession, Business Model Change, Work from Home, Communication Delays, Reduced Investments, Compulsory Health Screening, IT Dependence, etc.

The more 'adept' companies will achieve Profits Faster. We MUST expect Supply Chain Disruptions, Vendor Financial Meltdown, Lack of Materials, Slow Operations, Unpredictable Demands and a myriad of NEW CHALLENGES, NEVER EXPECTED!

A PURCHASING RESET means Change in Work Attitude and Mindset with Staff Reduction, Supplier Consolidation, Difficult Stakeholders, Problem Solving for OTD, Cost Reduction and Self-Confidence – It requires a Paradigm Shift!

SCOTS LEARNING OBJECTIVE

Scots Skill ONE

Achieve Purchasing KPI - Supplier Delivery Problem Solving Post-Covid 19

Scots Skill TWO

Develop a Daily and Weekly Purchasing Action Plan – Ensure Supplier On-Time-Delivery!

Scots Skill THREE

Identify Wrong Purchases – Develop Pro-Active Solutions to AVOID FUTURE MISTAKES!

Scots Skill FOUR

Change Negotiation Styles – Getting Supplier Trust, Confidence and Respect!

Scots Skill FIVE

Vendor Tracking Toolkit – Degree of Relationship, Support and Influence to DELIVER ON-TIME

Scots Skill SIX

Purchasing Assistant Time Management Tips – Must Do/Should Do/Nice to Do

Scots Skill SEVEN

Develop Result-Focused Purchasing Reports for Management Meetings!

WHO SHOULD ATTEND?

Purchasing, Material, Procurement, Transport, Warehouse, Supply Chain – Assistants, Clerks, Buyers, Officers, Expeditors, and People involved in Supply Chain Management



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The World Has Changed – New Role, New Responsibility,
New Performance!

PART A – RESULT-FOCUSED PURCHASING ASSISTANT – THE WORLD HAS CHANGED

1. **The World Has Changed 2021** – Vendor Relationship, Diplomacy vs Threat, Limited Suppliers, Delivery Delays, etc.
2. **Result-Focused Purchaser** – WFH, User Difficulties, Delivery Failures, New Priorities and Fluctuating Orders

PART B – ‘NEW NORMAL PURCHASING’ and PURCHASING ASSISTANT

1. POST-COVID 19 ON-TIME-DELIVERY and SUPPLIER MANAGEMENT

- A. **The NEW Purchaser** – Right Work Attitude/Mental Toughness, Administration Competent and Problem Solving
- B. **Purchasing Assistant Contribution** – Materials Delivery, Updated Reports and Manage User/Vendor Pressure
- C. **Scots Skill ONE** – Supplier Delivery Problem Solving Post-Covid 19

2. PURCHASING ASSISTANT DAILY ACTION PLAN

- A. **Result Focused Purchaser** – Schedule Activities, MUST/SHOULD Do Focus, ‘Golden Hour’ and Reduce Repeat Work
- B. **Develop Purchasing Daily Action Plans** – List Daily Tasks, Identify Priorities, Set Deadlines and Manage Time Wasters
- C. **Scots Skill TWO** – Develop a Daily and Weekly Purchasing Action Plan – Ensure Supplier On-Time-Delivery!

PART C – DAILY PURCHASING OPERATIONS – ONLY PERFORMANCE MATTERS

3. REDUCE WRONG PURCHASES – MINIMISE ‘DOUBLE WORK’

- A. **The User/Supplier ‘I Don’t Know/Care Attitude** – Verify Orders, Confirm New Products and Purchase Requisition
- B. **Pre-Purchase Investigation** – Brand, Inspection, Product/Supplier Matrix, Samples, Verification, and Specifications
- C. **Scots Skill THREE**– Identify Wrong Purchases – Develop Pro-Active Solutions to AVOID FUTURE MISTAKES!

4. PURCHASING NEGOTIATION STYLES – YOUR ‘RIGHT’ STYLE

- A. **Different Styles Different Situation** – Autocratic, Interactive, Teamwork and ‘Trusting’ Style
- B. **Systematic Negotiation Steps** – Pre-Negotiation, Introduction, Opening, Handle Differences, Negotiate and Delivery!
- C. **Scots Skill FOUR**– Change Negotiation Styles – Getting Vendor Trust, Confidence and Respect!

5. DELIVERY TRACKING and EXPEDITING ASSERTIVENESS

- A. **Pro-Active Delivery Tracking** – PR Recording Book, Outstanding Reports, Diary, White Board, etc.
- B. **Supplier Delivery Tracking** – PIC, Production Process, Delivery Mode, Written Follow-up, Storage Place, etc.
- C. **Scots Skill FIVE** – Vendor Tracking Toolkit – Degree of Relationship, Support and Influence to DELIVER ON-TIME

Part D – PURCHASING ADMINISTRATION and REPORTING

6. PURCHASING DOCUMENTATION FILING and TIME MANAGEMENT

- A. **Purchasing Documentation Value** – PR/PO, GRN, DN/CN Note, Quotation, RFQ, Vendor Selection/Evaluation, etc.
- B. **Purchaser in Document Verification** – Document Filing, Review and Report Non-Purchasing Compliance!
- C. **Scots Skill SIX** – Purchasing Assistant Time Management Tips – Must Do/Should Do/Nice to Do

7. ‘NEW’ PURCHASING REPORTS – CREATE INFORMATION VALUE

- A. **Purchasing KPIs Reports** – Monthly Performance, Causal Analysis, Corrective Action and Learning Value
- B. **Vendor Performance KPIs Reports** – OTD, Delivery Mistake, Order Completion and Problem Cases Solved!
- C. **Scots Skill SEVEN** – Develop Result-Focused Purchasing Reports for Management Meetings!