

Managing Vendors & Contracts

Introduction

Are we doing the right things? In spite of all our efforts, deliveries are late, over budget and below performance. The way that we approach our procurement has a marked effect on the end result; therefore we have to ensure we use the right processes and criteria to select our suppliers.

This seminar will use the system approach to demonstrate the optimal method in vendor qualification, enhance performance and ensure contract compliance. This fast paced seminar provides both strategic and tactical insights into:

- Casting the net wide enough to ensure an adequate number of suppliers to select from
- Selecting only the best suppliers to participate
- How to measure their performance objectively
- To ensure that they perform according to expectations

Seminar Objectives

Participants attending the program will:

- Benefit from learning from a seasoned practitioner
- Hearing the practices and experiences of others
- Cover the vital steps in a proper supplier evaluation
- Matching customer requirement with the correct supplier segmentation
- Develop meaningful performance measures
- Learn how to use those performance results for continuous improvement

Training Methodology

Participants will increase their competencies through a variety of instructional methods including lecture by an experienced practitioner and consultant, individual and team exercises, and group discussions covering the many topics presented in the programme.

Organisational Impact

Your organization will benefit by:

- Your suppliers will be able to deliver on time
- Higher customer satisfaction
- Reduced friction cost
- Less inventory
- Reduced total cost

Personal Impact

- Increased job satisfaction
- Reduced stress levels
- Improved customer relations
- Less time spent in meetings and more productive hours on the job

Who Should Attend?

This seminar is suitable for:

- Contracts, Procurement and Project personnel
- Engineering, Operational, Quality and Maintenance personnel
- And all others who are involved in interfacing with contractors or suppliers in the acquisition of materials, equipment, parts and services or anyone who wants to improve supplier performance and gain successful outcomes from contracting situations

Seminar Outline

Day 1: Vendor Qualification-Compiling an Approved Supplier List

- Determining the goals and objectives of Procurement
- Formulating a proper Procurement strategy
- Involving the end-user in determining the required technologies
- Developing an approved supplier list based on the required technologies
- Compiling supplier selection criteria
- Forming commodity teams to evaluate and provide supply solutions

Day 2: Supplier Assessment

- Supplier initial questionnaire
- Detailed supplier investigation
- Quality management systems
- Performing a supplier assessment
- Process capability studies
- Certification of suppliers
- ISO Certification
- Setting acceptance criteria
- Engaging the supplier during the tender process

Day 3: Supplier Performance - What to Measure?

- Carrot or stick?
- Setting of objective that are aligned with the goals of the company
- Characteristics of a good performance measurement system

- Developing a supplier performance system
- Sources of data
- Common mistakes in data recording
- Implementing the system

Day 4: Supplier Performance – Interpreting the results

- Rating the individual supplier
- Ranking your suppliers
- Disseminating the results: what to do and what not to do
- Rewarding good behaviour
- Supplier recognition
- Punishing bad behaviour
- Corrective Action Procedures

Day 5: Remedies for breach of contract

- What constitutes a breach?
- The different types of breaches
- The different remedies available
- Determining the quantum of damages
- Liquidated damages
- Equitable damages
- Court injunction