

OPERATIONS & SUPPLY CHAIN | COURSE BROCHURE

Purchasing Fundamentals for New Buyers

5 days | Classroom training | English

SMART HORIZON

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London W2 6BD, United Kingdom

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Course content

Why attend

New buyers need a solid foundation in purchasing processes, ethics and commercial skills. This course covers the purchasing cycle, specifications, supplier sourcing and quotations, price and cost analysis, basic negotiation, purchase orders and contracts, expediting, supplier relationships and procurement ethics.

Strong fundamentals prevent costly mistakes and build credibility with internal customers. You will gain practical skills to perform confidently in a buying role.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

Process walkthroughs, quotation comparison exercises, negotiation practice and case studies.

Course objectives

By the end of this course, participants will be able to:
- Explain the purchasing cycle and procurement roles
- Clarify requirements and specifications
- Source suppliers and obtain quotations
- Analyse prices and quotations
- Negotiate simple purchases
- Manage orders, delivery and supplier relationships ethically

Target audience

This course is suitable for:
- New buyers and purchasing assistants
- Procurement officers
- Administrative staff with buying duties
- Stores and inventory staff
- Graduates entering procurement



Course content

Target competencies

Participants will develop competencies in:

- Purchasing process
- Quotation analysis
- Negotiation
- Order management
- Procurement ethics

Course outline

Day 1: Purchasing Basics

09:00–10:08	Role of purchasing
10:08–11:00	Purchasing cycle
11:00–11:30	**Coffee break**
11:30–11:45	Purchasing cycle (continued)
11:45–12:53	Policies
12:53–14:00	Exercise

Day 2: Requirements and Sourcing

09:00–10:08	Specifications
10:08–11:00	Finding suppliers
11:00–11:30	**Coffee break**
11:30–11:45	Finding suppliers (continued)
11:45–12:53	Requests for quotation
12:53–14:00	Workshop

Day 3: Price Analysis

09:00–10:08	Comparing quotations
10:08–11:00	Total cost
11:00–11:30	**Coffee break**



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11:30–11:45	Total cost (continued)
11:45–12:53	Price and cost analysis
12:53–14:00	Exercise

Day 4: Negotiation and Orders

09:00–10:08	Basic negotiation
10:08–11:00	Purchase orders
11:00–11:30	**Coffee break**
11:30–11:45	Purchase orders (continued)
11:45–12:53	Terms and conditions
12:53–14:00	Role play

Day 5: Delivery and Relationships

09:00–10:08	Expediting
10:08–11:00	Supplier relationships
11:00–11:30	**Coffee break**
11:30–11:45	Supplier relationships (continued)
11:45–12:53	Ethics and fraud risks
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Barcelona Confirmed dates	23 Nov 2026	27 Nov 2026	**£2,840.–**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**£1,250.–**
Frankfurt Confirmed dates	14 Dec 2026	18 Dec 2026	**£2,650.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.–**
Vienna Confirmed dates	11 Jan 2027	15 Jan 2027	**£2,940.–**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**£1,250.–**
London Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,450.–**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.–**
Dubai Confirmed dates	22 Feb 2027	26 Feb 2027	**£3,150.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**£1,250.–**
Amsterdam Confirmed dates	15 Mar 2027	19 Mar 2027	**£2,540.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.–**
Istanbul Confirmed dates	5 Apr 2027	9 Apr 2027	**£2,650.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,250.–**
London Confirmed dates	19 Apr 2027	23 Apr 2027	**£2,450.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.–**
Cape Town Confirmed dates	10 May 2027	14 May 2027	**£1,890.–**
Online Confirmed dates	10 May 2027	14 May 2027	**£1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Rome Confirmed dates	31 May 2027	4 Jun 2027	**£2,450.-**
Online Confirmed dates	31 May 2027	4 Jun 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,450.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.-**
Dubai Confirmed dates	12 Jul 2027	16 Jul 2027	**£3,150.-**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,250.-**
Rome Confirmed dates	26 Jul 2027	30 Jul 2027	**£2,450.-**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**£1,250.-**
Vienna Confirmed dates	16 Aug 2027	20 Aug 2027	**£2,940.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
Barcelona Confirmed dates	6 Sept 2027	10 Sept 2027	**£2,840.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Paris Confirmed dates	27 Sept 2027	1 Oct 2027	**£2,860.-**
Online Confirmed dates	27 Sept 2027	1 Oct 2027	**£1,250.-**
Cape Town Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,890.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,250.-**
Dubai Confirmed dates	1 Nov 2027	5 Nov 2027	**£3,150.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Cape Town Confirmed dates	22 Nov 2027	26 Nov 2027	**£1,890.-**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**£1,250.-**
Rome Confirmed dates	13 Dec 2027	17 Dec 2027	**£2,450.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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View the latest course details online