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# Purchasing Performance Indicators and Savings Tracking Training Course

21 – 25 February 2027
Amman

# Purchasing Performance Indicators and Savings Tracking Training Course

**Ref:** 3083_117136 **Date:** 21 – 25 February 2027 **Location:** Amman **Fees:** 3300 GBP

Purchasing Performance Indicators and Savings Tracking is a 1-week training course for purchasing managers, category buyers and procurement analysts, in which each participant builds a purchasing scorecard with a validated savings register. Finance teams increasingly question reported savings that never reach the budget line. Jupiter Prime Training delivers this course on Purchasing Performance Indicators and Savings Tracking.

## Why Purchasing Performance Indicators and Savings Tracking Matters Now

Three pressures shape purchasing measurement today. Finance controllers want savings that can be traced from a negotiated price to a reduced forecast, not headline figures from a sourcing event. Budget holders want to know whether purchasing speeds up or slows down their requests. A function that measures well earns a seat in budget discussions and directs effort to the categories that repay it. A function that measures poorly reports numbers nobody trusts and chases the wrong suppliers when costs come under review.

## Who Gains Most from Purchasing Performance Indicators and Savings Tracking

- Leads accountable for the purchasing scorecard reported to leadership
- Category owners who negotiate prices and must show what those negotiations returned
- Analysts who classify spend records and prepare indicator reports
- Supervisors of requisition and purchase order teams responsible for request-to-order speed
- Supplier relationship owners who track delivery reliability and quality of incoming goods

Purchasing teams that send a category owner, an analyst and their team lead together gain most, leaving with one agreed set of definitions.

## Purchasing Performance Indicators and Savings Tracking Capabilities

Participants move from counting activity to measuring results that finance and budget holders accept.

- Design a balanced indicator set covering cost, speed, coverage and supplier reliability — the purchasing leadership team
- Calculate cost reduction and cost avoidance with agreed baselines — finance controllers signing off savings
- Test whether a reported saving reached the budget line — budget holders and management accountants
- Specify cycle time stages from requisition to purchase order — requisitioners and approvers
- Build a dashboard that separates trends from one-off events — category owners setting priorities
- Communicate indicator results in performance reviews — budget holders deciding on future sourcing effort

## Key Purchasing Performance Indicators and Savings Tracking Terms

- Cost reduction — a lower price or total cost than previously paid, reducing actual spending.
- Cost avoidance — a price increase that negotiation prevented; it does not lower the existing budget.
- Savings baseline — the agreed reference price or cost against which savings are measured.
- Spend under management — the share of third-party spending covered by contracts or approved suppliers.
- Purchase order cycle time — the time from an approved requisition to an issued purchase order.
- On-time-in-full rate — the share of supplier deliveries arriving on the agreed date in full.

## Purchasing Performance Indicators and Savings Tracking Day by Day

## Day 1: Purpose and Scope of Purchasing Measurement

- Purchasing Objectives Map — Linking Indicators to Organisational Cost and Service Goals
- Stakeholder Expectations Grid — What Finance, Operations and Budget Holders Need
- Spend Cube Classification — Grouping Spend by Supplier, Category and Business Unit
- Indicator Definition Sheet — Formula, Data Source, Owner and Reporting Frequency
- Leading and Lagging Indicator Balance — Spotting Problems Before They Hit Results

## Day 2: Savings Calculation and Validation

- Baseline Selection Rules — Last Price Paid, Budget Price or Market Index
- Cost Reduction Versus Cost Avoidance — Which Savings Reduce the Budget
- Savings Register Structure — Recording Event, Value, Period and Sign-Off
- Finance Sign-Off Procedure — Agreeing Savings With Management Accountants
- Savings Leakage Tracing — Off-Contract Buying and Price Drift After Award

## Day 3: Process Speed and Spend Coverage

- Requisition-to-Order Stage Timing — Finding Where Approval Requests Wait Longest
- Spend Under Management Calculation — Measuring Coverage of Contracts and Sourcing Plans
- Off-Contract Spend Report — Targeting Categories for Supplier Consolidation
- Purchase Order Compliance Rate — Reducing Invoices Raised Without Orders
- Cost per Purchase Order Estimate — Deciding Where Automation Repays Investment

## Day 4: Supplier Delivery and Purchasing Dashboards

- On-Time-In-Full Measurement — Agreeing Delivery Dates and Tolerances With Suppliers
- Supplier Quality Rejection Rate — Linking Incoming Defects to Supplier Reviews
- Dashboard Layout Principles — Showing Trend, Target and Exception on One Page
- Data Quality Checks — Fixing Duplicate Suppliers and Misclassified Spend Lines
- Target Setting Methods — Historic Trend, Peer Comparison and Stretch Goals

## Day 5: Practising the Purchasing Scorecard and Savings Register

- Indicator Set Selection — Applying Definitions to One Real Category
- Savings Register Trial Entries — Validating Three Recent Negotiation Outcomes
- Dashboard Draft Review — Testing Clarity With a Budget Holder Role-Play
- Performance Review Meeting Rehearsal — Presenting Results and Agreeing Actions
- Purchasing Scorecard and Savings Register — Final Version With Owners and Targets

## Applying Purchasing Performance Indicators and Savings Tracking After the Course

- Agree the savings baseline rules and sign-off procedure with finance, then re-test last quarter's savings.
- Run the first monthly performance review with two budget holders using the new dashboard.

## Purchasing Performance Indicators and Savings Tracking Questions FAQ

### What are purchasing performance indicators and savings tracking, and why do they matter now?

They are the measures and records that show what purchasing delivers in cost, speed, coverage and supplier reliability. They matter now because finance teams expect savings that can be traced to budgets, and budget holders expect faster, more predictable purchasing.

### Which roles gain most from purchasing performance indicators and savings tracking?

Purchasing team leads, category owners and procurement analysts gain most. Teams that attend together leave with shared definitions.

## How does purchasing performance indicators and savings tracking differ from a strategic sourcing course?

It measures results rather than running sourcing events. A sourcing course teaches supplier selection and negotiation; this one proves, tracks and reports what those activities returned.

## What do you bring back from purchasing performance indicators and savings tracking?

You bring back a working scorecard for one category with defined indicators, owners and targets, a savings register tested against real negotiation outcomes, and a dashboard draft for your first review.

## Purchasing Performance Indicators and Savings Tracking: The Way Forward

The purchasing scorecard and savings register first informs which categories deserve sourcing effort next quarter. Purchasing leads use it in reviews, category owners use it to plan negotiations and finance uses it to accept savings. After its first use, revisit the baselines and targets: once figures are trusted, the conversation can move from defending numbers to choosing where purchasing adds the most value.