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COURSE BROCHURE

Advanced Procurement Principles and Best Practice Training Course

25 January – 5 February 2027
Dar es Salaam

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Registered in the United Kingdom and Saudi Arabia

Advanced Procurement Principles and Best Practice Training Course

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Procurement Principles and Best Practice is an advanced 2-week training course for senior buyers, procurement managers and category leads, built around one work product: a Procurement Policy and Process Playbook that sets out how their function specifies, sources, awards and manages spend. Budget holders and boards now expect procurement to show value for money, fair competition and ethical supply. Jupiter Prime Training designed this course for the people who own that procurement cycle.

Why Procurement Principles and Best Practice Matter Now

Three pressures are reshaping how organisations buy. Finance leaders want savings proven through total cost of ownership rather than unit price alone. Internal auditors and boards test whether every award followed transparent, documented competition. And customers and investors ask how suppliers treat workers, communities and the environment. A function that applies sound principles wins trust from budget holders and suppliers alike; one that improvises invites challenge, waste and reputational harm. The course draws on ISO 20400 Sustainable Procurement guidance to frame responsible sourcing decisions alongside value for money and probity.

Who Gains Most from Procurement Principles and Best Practice

- Professionals who own sourcing strategy for a spend category and its supplier base
- Buyers who run competitive tenders and recommend contract awards
- Leads who write procurement policy, delegations of authority and approval thresholds
- Specialists who negotiate commercial terms with strategic and critical suppliers
- Officers who track supplier performance and handle escalations with budget holders

A procurement leadership group from one organisation, the head of function with category leads and senior buyers, gains most when its members attend together and agree one set of principles for the whole cycle.

Procurement Principles and Best Practice Capabilities

The outcomes follow each purchase from the first statement of need to the last supplier review, with probity tested at every gate.

- Assess requirements and challenge specifications before any approach to market — budget holders
- Design a sourcing strategy matched to category risk and supply market power — category leads
- Apply weighted evaluation criteria that balance price, quality and sustainability — award recommendations
- Calculate total cost of ownership for competing bids — finance approval
- Build a negotiation plan with clear walk-away positions — supplier relationships
- Specify procurement policy controls, thresholds and conflict of interest rules — audit committees

Key Procurement Principles and Best Practice Terms

- Value for money — the best combination of whole-life cost and quality that meets the requirement, rather than the lowest purchase price.
- Total cost of ownership — every cost of acquiring, operating, maintaining and disposing of a purchase across its useful life.
- Kraljic matrix — a portfolio model classing spend by profit impact and supply risk to choose a sourcing approach for each category.
- Specification — the statement of what the organisation needs, written as functional, performance or technical requirements for suppliers to meet.
- Probity — the integrity, fairness and transparency expected in every procurement decision, documented so it can be shown later.
- Delegation of authority — the approved limits defining who may commit spend, approve awards and sign contracts at each value level.

Procurement Principles and Best Practice Day by Day

Day 1: The Procurement Function and Its Mandate

- Procurement Cycle Stages — Where Each Control and Decision Sits
- Strategic Role of the Function — Contribution to Organisational Objectives
- Stakeholder Map of Budget Holders — Influence Over Spending Choices
- Procurement Maturity Assessment — Priorities for Function Improvement
- Core Principles of Fairness and Transparency — Defensible Award Decisions

Day 2: Ethics, Probity and Policy Foundations

- Conflict of Interest Declarations — Panel Membership and Recusal
- Gifts and Hospitality Rules — Supplier Contact Boundaries
- Delegation of Authority Matrix — Spend Approval Thresholds
- Procurement Policy Structure — Mandatory Rules Versus Guidance Notes
- Whistleblowing Routes for Buyers — Escalating Suspected Collusion

Day 3: Needs Analysis and Specification Writing

- Business Need Validation — Buy, Make or Avoid Choices
- Functional Versus Technical Specifications — Supplier Innovation Space
- Early Market Engagement — Testing Feasibility Before Tender
- Requirement Bundling and Lotting — Access for Smaller Suppliers
- Specification Review Checklist — Removing Bias Toward One Brand

Day 4: Spend Analysis and Category Strategy

- Spend Cube Classification — Visibility of Category Totals
- Kraljic Portfolio Matrix — Sourcing Approach per Category
- Supply Market Analysis — Supplier Power and Entry Barriers
- Category Strategy Document — Multi-Year Sourcing Direction
- Demand Management Levers — Consumption Reduction Before Sourcing

Day 5: Sustainable and Responsible Sourcing

- ISO 20400 Sustainable Procurement Guidance — Policy and Process Integration
- Supplier Code of Conduct — Labour and Environmental Expectations
- Life-Cycle Impact Screening — Category Sustainability Priorities
- Social Value Criteria — Weighting Local and Community Benefit
- Modern Slavery Risk Indicators — Supplier Due Diligence Depth

Day 6: Competitive Tendering and Evaluation

- Procurement Route Selection — Quotations, Open or Restricted Tender
- Supplier Prequalification Questionnaires — Capability and Financial Standing
- Weighted Scoring Models — Price and Quality Balance
- Evaluation Panel Moderation — Consistent and Recorded Scores
- Award Recommendation Report — Justifying the Preferred Bidder

Day 7: Commercial Negotiation and Cost Models

- Total Cost of Ownership Model — Comparing Whole-Life Bids
- Should-Cost Breakdown — Challenging Supplier Price Build-Ups
- Negotiation Planning Grid — Targets, Concessions and Walk-Away Points
- BATNA Development — Leverage in Single-Source Situations
- Price Adjustment Mechanisms — Indexation and Volume Rebates

Day 8: Supplier Performance and Relationships

- Supplier Segmentation — Effort Allocated per Relationship Tier
- Key Performance Indicator Scorecards — Service Level Monitoring
- Quarterly Business Review Agenda — Joint Improvement Actions
- Supplier Development Plans — Closing Capability Gaps
- Exit and Transition Planning — Switching Suppliers Without Disruption

Day 9: Measuring and Assuring Procurement

- Procurement Performance Dashboard — Savings, Compliance and Cycle Time
- Savings Validation Methods — Cost Avoidance Versus Cash Reduction
- Maverick Spend Detection — Off-Contract Purchasing Controls
- Procurement Audit Readiness — Decision Records and File Completeness
- Continuous Improvement Register — Lessons From Completed Tenders

Day 10: Practising the Procurement Policy and Process Playbook

- Specification Rewrite Exercise — Applying Needs Analysis to a Live Case
- Category Strategy Pitch — Applying Kraljic and Market Analysis
- Mock Tender Evaluation — Applying Weighted Scoring and Moderation
- Negotiation Role-Play — Applying Total Cost and BATNA Planning
- Procurement Policy and Process Playbook — Principles, Gates and Approval Rules

Applying Procurement Principles and Best Practice After the Course

- Run a spend cube review of the top ten categories and place each on the Kraljic matrix to agree sourcing approaches with category owners.
- Rebuild the evaluation scoring template for the next tender with weighted price, quality and sustainability criteria and a moderation record.

Procurement Principles and Best Practice Questions FAQ

What are procurement principles and best practice, and why do they matter now?

They are the rules and proven methods that make buying decisions fair, transparent and good value across the procurement cycle. They matter now because boards, auditors and customers scrutinise how suppliers are chosen, what each award really costs and how suppliers behave.

Which roles gain most from procurement principles and best practice training?

Senior buyers, category leads and procurement managers gain most. They specify requirements, choose sourcing routes, evaluate bids, negotiate terms and write the policy rules that the rest of the organisation follows when it spends money with suppliers.

How does procurement principles and best practice training differ from a contract management course?

A contract management course starts once a contract is signed and focuses on administration, variations and claims. This course covers the decisions before award: needs analysis, specification, category strategy, tendering, evaluation and negotiation, set within a policy framework.

What do you bring back from procurement principles and best practice training?

You bring back a policy and process playbook for your function, with a specification checklist, category strategy template, weighted scoring model, total cost of ownership calculator and negotiation planning grid ready to use on your next sourcing exercise.

Procurement Principles and Best Practice: The Way Forward

The Procurement Policy and Process Playbook first informs how the next major requirement is specified and taken to market. Category leads, buyers and approvers all work from it, so every award follows the same gates. After its first full tender cycle, revisit the evaluation weightings and approval thresholds against audit findings and supplier feedback to see where the rules need tightening.