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COURSE BROCHURE

Contract Terms Negotiation for Purchasing Officers Training Course

14 – 18 March 2027
Online

Contract Terms Negotiation for Purchasing Officers Training Course

Ref: 1138_42894 **Date:** 14 – 18 March 2027 **Location:** Online **Fees:** 1900 GBP

Contract Terms Negotiation for Purchasing Officers is a 1-week training course for purchasing officers, contract negotiators and category buyers who agree the clauses behind each purchase order, and it ends with a clause negotiation playbook for their own supplier agreements. Rising input costs, longer payment cycles and disputes over service failures now turn small wording choices into large financial exposure. Jupiter Prime Training runs this course in contract terms negotiation for purchasing officers.

Why Contract Terms Negotiation for Purchasing Officers Matters Now

Three groups shape the terms a purchasing officer can secure: suppliers protecting their margins with standard terms of sale, finance colleagues pressing for longer payment periods, and operational users who suffer when service levels are vague. Organisations whose purchasing officers negotiate price adjustment, payment, liability and service credits deliberately keep cost and risk under control; those that sign the supplier's paper unchanged absorb hidden costs and weak remedies. The course draws on principled negotiation, interest-based bargaining and ISO 20400 sustainable procurement guidance for balanced, responsible supplier terms.

Who Gains Most from Contract Terms Negotiation for Purchasing Officers

- Purchasing officers who issue orders and agree supplier terms and conditions
- Contract negotiators who redline supplier drafts and prepare counter-proposals
- Category buyers responsible for framework and call-off agreements
- Service owners who define performance levels and service credits with suppliers
- Commercial administrators who track agreed payment and price adjustment terms

Purchasing teams gain most when officers and contract administrators attend together, because both then use the same clause positions and fallback wording.

Contract Terms Negotiation for Purchasing Officers Capabilities

Participants learn to read a supplier draft clause by clause, decide what to accept, what to change and what to trade, and close agreements without leaving gaps.

- Assess a supplier's standard terms against the buyer's preferred positions — accept, amend or reject decisions
- Calculate the cost of payment terms, price adjustment formulas and discounts — finance approval of trade-offs
- Specify measurable service levels and service credits — operational users and supplier account managers
- Weigh liability caps, indemnities and warranty periods against purchase value — risk acceptance with legal advisers
- Apply a suitable negotiation style for each clause and counterpart — relationship and value balance
- Build a clause log and closing summary for each agreement — contract administrators and internal audit

Key Contract Terms Negotiation for Purchasing Officers Terms

- Redlining — marking proposed deletions, insertions and comments on a draft contract so each party can see requested changes.
- Fallback position — a pre-approved alternative wording a negotiator may offer if the preferred clause is refused.
- Limitation of liability — a clause capping the amount or type of loss a party must compensate under the contract.
- Service credit — a pre-agreed reduction in charges when a supplier misses a defined service level.
- Price adjustment clause — wording that sets how and when contract prices may change, often linked to an index.
- Battle of the forms — the conflict that arises when buyer and supplier each send their own standard terms.

Contract Terms Negotiation for Purchasing Officers Day by Day

Day 1: The Purchasing Cycle and Contract Terms

- Purchase-to-Pay Cycle Map — Locating Where Terms Are Agreed and Enforced
- Battle of the Forms — Deciding Whose Standard Terms Govern
- Clause Risk Ranking — Prioritising Which Terms to Negotiate
- Preferred Positions Sheet — Setting Buyer Standards Before Talks
- ISO 20400 Responsible Terms — Balancing Supplier Fairness and Buyer Protection

Day 2: Price and Payment Terms

- Price Structure Options — Fixed, Indexed or Cost-Plus Pricing
- Price Adjustment Formula — Linking Changes to Agreed Indices
- Payment Period Costing — Valuing Early Settlement Discounts and Delays
- Volume Rebate Terms — Rewarding Spend Growth Without Over-Commitment
- Retention and Advance Payment Clauses — Protecting Cash and Performance

Day 3: Liability, Warranty and Service Levels

- Limitation of Liability Caps — Matching Exposure to Purchase Value
- Indemnity and Insurance Clauses — Allocating Third-Party Risk
- Warranty and Defects Periods — Securing Remedies for Faulty Goods
- Service Level Specification — Writing Measurable Performance Targets
- Service Credit Regime — Linking Missed Targets to Charge Reductions

Day 4: Negotiation Styles and Redlining

- Negotiation Style Selection — Competitive, Collaborative or Compromise Approaches
- Interest-Based Questioning — Discovering Why a Supplier Resists a Clause
- Redlining Conventions — Marking Changes Clearly in Supplier Drafts
- Fallback Wording Library — Moving From Preferred to Acceptable Positions
- Escalation Rules — Knowing When Legal or Management Must Decide

Day 5: Practising the Clause Negotiation Playbook

- Equipment Supply Case — Negotiating Warranty, Delivery and Payment Terms
- Facilities Services Case — Agreeing Service Levels and Service Credits
- Redlining Exercise — Marking Up a Supplier's Standard Terms
- Closing Summary Note — Confirming Every Agreed and Open Clause
- Clause Negotiation Playbook — Completing Positions, Fallbacks and Escalation Rules

Applying Contract Terms Negotiation for Purchasing Officers After the Course

- Draft a preferred positions sheet and fallback wording for the five clauses most often disputed in the department's supplier agreements.
- Redline the next supplier draft using the agreed conventions and record each change in a clause log before signature.

Contract Terms Negotiation for Purchasing Officers Questions FAQ

What is contract terms negotiation for purchasing officers and why does it matter now?

Contract terms negotiation for purchasing officers is the skill of agreeing price, payment, liability and service clauses with suppliers. It matters now because cost pressure and service disputes make weak wording expensive long after the order is placed.

Which roles gain most from contract terms negotiation for purchasing officers training?

Purchasing officers, contract negotiators and category buyers gain most. You benefit if you review supplier drafts, agree terms and conditions or set service levels with suppliers.

How does contract terms negotiation for purchasing officers training differ from a tender negotiation course?

It focuses on clauses rather than competition between bidders. A tender negotiation course prepares positions against several bidders before award; this course works through the contract wording itself, clause by clause, with one chosen supplier.

What do you bring back from contract terms negotiation for purchasing officers training?

You bring back a playbook for your supplier agreements. It lists preferred positions, fallback wording and escalation rules for price, payment, liability and service clauses.

Contract Terms Negotiation for Purchasing Officers: The Way Forward

The clause negotiation playbook first informs which supplier clauses a purchasing officer can accept without escalation. Purchasing officers and contract administrators use it on every new agreement and renewal. After its first use, revisit the fallback wording and liability caps against actual disputes and claims, since real cases show which positions need strengthening.