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COURSE BROCHURE

# Purchase Requisition to Order Cycle Time Reduction Training Course

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Registered in the United Kingdom and Saudi Arabia

# Purchase Requisition to Order Cycle Time Reduction Training Course

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Purchase Requisition to Order Cycle Time Reduction is a 1-week training course for purchasing staff, tender coordinators and purchasing team leaders who handle requests from first requisition to signed purchase order, and it ends with a purchasing cycle improvement plan for their own department. Internal customers now expect goods and services in days, yet many requisitions wait weeks in approvals, rework and slow tendering. Jupiter Prime Training runs this course in purchase requisition to order cycle time reduction.

## Why Purchase Requisition to Order Cycle Time Reduction Matters Now

Three pressures expose slow purchasing: operational users who stop projects while waiting for orders, suppliers who lose interest in drawn-out tenders, and finance teams who see emergency buying and price premiums rise when lead times stretch. Departments that map and measure their requisition-to-order flow remove needless approval steps, standardise tender routes and give users reliable promise dates; departments that tolerate queues push users towards off-contract buying. The course draws on value stream mapping, Lean waste analysis, SIPOC process scoping and e-tendering workflow design, alongside ISO 20400 guidance on responsible supplier selection.

## Who Gains Most from Purchase Requisition to Order Cycle Time Reduction

- Purchasing officers who convert requisitions into quotations and purchase orders
- Tender coordinators who run requests for quotation and e-tender events
- Purchasing team leaders who track workload, backlog and turnaround times
- Approvers and budget holders who sign off requisitions and awards
- Process analysts who maintain purchasing procedures and system workflows

Purchasing departments gain most when officers and approvers attend together, because most delays sit in the hand-offs between those two groups.

## Purchase Requisition to Order Cycle Time Reduction Capabilities

Participants learn to see the requisition-to-order flow as a measurable process, find where requests wait and redesign routes so that urgency and value set the path.

- Map the current requisition-to-order value stream with wait and touch times — improvement priorities for the purchasing lead
- Calculate cycle time, first-time-right rate and backlog age — performance reporting to management
- Design tiered purchasing routes by value and risk — approval limits agreed with budget holders
- Specify e-tendering and quotation workflows with standard templates — faster, fair supplier selection
- Apply Lean waste analysis to approvals and rework loops — procedure changes with process owners
- Build a purchasing cycle dashboard and service promise — expectations shared with internal users

## Key Purchase Requisition to Order Cycle Time Reduction Terms

- Requisition-to-order cycle time — the elapsed time from an approved purchase requisition to the issue of a purchase order.
- Value stream map — a diagram of every step, queue and hand-off in a process, showing where time is added or wasted.
- Touch time — the time staff actually work on a request, as opposed to the time it waits in queues.
- First-time-right rate — the share of requisitions processed without being returned for missing or wrong information.
- Tiered purchasing route — a set of buying paths, such as catalogue, quotation or tender, chosen by value and risk.
- SIPOC — a scoping table listing suppliers, inputs, process, outputs and customers of a workflow.

## Purchase Requisition to Order Cycle Time Reduction Day by Day

## Day 1: Seeing the Purchasing Cycle as a Process

- SIPOC Scoping — Defining Where the Requisition-to-Order Process Starts and Ends
- Current-State Value Stream Map — Recording Steps, Queues and Hand-Offs
- Internal Customer Voice — Collecting User Complaints and Urgency Patterns
- Off-Contract Buying Review — Linking Slow Cycles to Maverick Spend
- Cycle Time Baseline — Measuring Touch Time Against Total Elapsed Time

## Day 2: Finding Delay and Waste

- Lean Waste Analysis — Waiting, Rework, Over-Processing and Duplication
- Approval Chain Audit — Counting Signatures and Their Real Purpose
- Requisition Quality Check — Causes of Incomplete or Unclear Requests
- Backlog Ageing Report — Spotting Requests Stuck Beyond Target
- Root Cause Tree — Separating Policy, System and Skill Causes

## Day 3: Redesigning Routes and Supplier Selection

- Tiered Purchasing Routes — Catalogue, Quotation and Tender by Value and Risk
- Approval Limit Matrix — Matching Authority to Spend and Risk
- Framework and Call-Off Use — Removing Repeat Tenders for Common Items
- Supplier Selection Criteria Templates — Fair, Quick Choice for Low-Risk Buys
- ISO 20400 Responsible Selection — Keeping Speed Without Losing Fairness

## Day 4: E-Tendering and Process Metrics

- E-Tendering Workflow Design — Standard Stages, Templates and Timings
- Request for Quotation Turnaround Rules — Setting Supplier Response Windows
- Purchasing Cycle Metrics — Cycle Time, First-Time-Right and Backlog Age
- Purchasing Dashboard Layout — Reporting Weekly to Team and Management
- Internal Service Promise — Publishing Expected Lead Times to Users

## Day 5: Practising the Purchasing Cycle Improvement Plan

- Hospital Supplies Case — Shortening Urgent Consumables Ordering
- Engineering Services Case — Streamlining a Slow Quotation Route
- Future-State Value Stream Map — Redesigning the Requisition Flow
- Metric Target Setting — Agreeing Realistic Cycle Time Goals
- Purchasing Cycle Improvement Plan — Completing Changes, Owners and Measures

## Applying Purchase Requisition to Order Cycle Time Reduction After the Course

- Draw a current-state value stream map for one high-volume purchasing category and measure touch time against elapsed time for twenty requisitions.
- Propose a tiered purchasing route and approval limit matrix to management, with a weekly cycle time dashboard to track the effect.

## Purchase Requisition to Order Cycle Time Reduction Questions FAQ

### What is purchase requisition to order cycle time reduction and why does it matter now?

Purchase requisition to order cycle time reduction is the practice of shortening the time from approved request to issued order. It matters now because slow purchasing delays operations, raises emergency buying and pushes users away from agreed suppliers.

### Which roles gain most from purchase requisition to order cycle time reduction training?

Purchasing officers, tender coordinators and purchasing team leaders gain most. You benefit if you process requisitions, run quotations or tenders, or report purchasing turnaround to management.

## How does purchase requisition to order cycle time reduction training differ from a purchasing negotiation course?

It improves the process rather than the deal. A negotiation course focuses on price and terms with suppliers; this course removes delays, redesigns routes and measures cycle time from requisition to order.

## What do you bring back from purchase requisition to order cycle time reduction training?

You bring back an improvement plan for your purchasing cycle. It holds a future-state map, tiered routes, approval limits, cycle time targets and named owners for each change.

## Purchase Requisition to Order Cycle Time Reduction: The Way Forward

The purchasing cycle improvement plan first informs which approval steps and routes to change in the coming quarter. Purchasing team leaders and process analysts use it with budget holders to agree limits and service promises. After the first quarter, revisit the cycle time and first-time-right figures to see whether delays have moved to another step.