



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Purchasing Management and Cost Saving Techniques

Custom Courses / Procurement and Supply Chain Management

Unit Standard AATICD-0131 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips procurement and supply chain professionals with advanced purchasing management strategies and cost-saving techniques. Learners will gain the skills to analyze procurement processes, negotiate effectively, and implement cost reduction initiatives while maintaining quality and supplier relationships.

Category	Custom Courses
Subfield	Procurement and Supply Chain Management
Unit Standard	AATICD-0131
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyze the procurement cycle and identify cost-saving opportunities within each phase.
- Apply strategic sourcing methods to optimize supplier selection and contract negotiation.
- Evaluate total cost of ownership (TCO) to make informed purchasing decisions.
- Implement inventory management techniques to reduce carrying costs and minimize waste.
- Demonstrate effective negotiation skills to achieve favorable pricing and terms.
- Design a cost reduction plan aligned with organizational goals and ethical procurement practices.

WHO SHOULD ATTEND

- Procurement officers, supply chain managers, and purchasing professionals seeking to enhance their strategic sourcing and cost management skills.

COURSE OUTLINE

Day 1: Foundations of Purchasing Management

- Introduction to purchasing management: definition, scope, and importance
- The purchasing cycle: from requisition to payment
- Key purchasing documents: RFQ, PO, GRN, invoice
- Ethical procurement: code of conduct, conflict of interest
- Legal framework: contract basics, terms and conditions
- Roles and responsibilities of a purchasing manager
- Overview of supply chain integration
- Case study: typical purchasing process in a South African organisation

Day 2: Strategic Sourcing and Supplier Management

- Strategic sourcing: make-or-buy decisions, spend analysis
- Supplier identification and prequalification
- Request for proposal (RFP) and tender processes
- Supplier evaluation: quality, cost, delivery, service
- Supplier relationship management: partnership vs transactional
- Supplier performance measurement and KPIs
- Negotiation techniques: preparation, BATNA, concessions
- Practical exercise: supplier scorecard creation

Day 3: Cost Analysis and Price Management

- Total cost of ownership (TCO): components and calculation
- Cost breakdown analysis: direct vs indirect costs
- Value analysis and value engineering
- Price analysis: market-based, cost-based, competitive bidding
- Cost reduction strategies: volume consolidation, long-term contracts
- Make-or-buy analysis with cost implications
- Budgeting and cost control in purchasing
- Case study: TCO comparison for a capital item

Day 4: Negotiation and Contract Management

- Negotiation planning: objectives, strategy, tactics
- Phases of negotiation: opening, bargaining, closing
- Contract types: fixed price, cost-reimbursable, incentive
- Key contract clauses: warranties, indemnities, termination
- Contract administration: monitoring, reporting, change management
- Dispute resolution: negotiation, mediation, arbitration
- Cost-saving through contract management: renegotiation, escalation clauses
- Role-play: supplier negotiation simulation

Day 5: Advanced Cost Saving Techniques and Integration

- E-procurement: systems, benefits, implementation challenges
- Green purchasing: sustainability criteria, lifecycle assessment
- Spend analysis: data mining, category management
- Collaborative purchasing: consortiums, group buying
- Lean procurement: just-in-time, inventory reduction

- Risk management in purchasing: supply disruption, price volatility
- Developing a cost-saving roadmap
- Final assessment: create a cost-saving proposal

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard AATICD-0131) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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