



المركز العالمي للتدريب والتطوير
International Centre For Training & Development



LPM 327

VENDOR ASSESSMENT and Rating



ACTVET
Abu Dhabi Centre for
Technical and Vocational
Education and Training

مركز أبوظبي
للتعليم والتدريب
التقني والمهني

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Course Introduction:

A vendor is a firm or an individual that has a product or service for sale. Firms depend on a vendor's ability to meet their needs in order to efficiently perform the functions of their business. Therefore, it is important for a firm to choose vendors who are able to meet their requirements. Firms use a process known as vendor analysis to assess the ability of existing or prospective vendors.

Vendor analysis identifies the strengths and weaknesses of each vendor, then compares them to find the vendor that best matches the needs of their company. A vendor analysis is conducted whenever a firm needs to find a new vendor or review the performance of its existing vendors. Let's look at the process of vendor analysis.

Course Objectives:

This course is aimed at addressing issues and criteria to be considered when selecting vendors and suppliers.

Who Should Attend?

This course is aimed for everyone who has some responsibility in selecting suppliers and vendors to the organization for goods and services.

Course Outline:

The Basics of Vendor Selection

- Assess the organization's requirements and apply these details as a checklist
- Consider costs, technical and service requirements
- Take informed decisions: ask your staff to help in the decision process
- Prepare for vendor demonstrations with detailed questions and requirements
- Take advantage of trials and test-run offers
- Session 2: Initial Financing and Vendor Selection

Financing Issues

- Purchasing or leasing?
- Set-up costs and set-up needs
- Ongoing needs and expenses
- Functionality and usability

Vendor Selection

- Coverage, discounts and special offers
- Fulfillment and shipping
- Ease of ordering
- Customer service of vendors

Vendor Evaluation

- When to evaluate (pilot project, ongoing, contract)
- FAQs for evaluating vendor services
- Data collection for future vendor selection

Course Requirement:

"**Hand's on practical sessions, equipment and software** will be applied during the course if required and as per the client's request".

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per the course location. This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

