



Consulting and Training | Reach New Heights

Course Name

Purchasing and Expediting

Sector Name

Procurement & Supply Chain Operations

Document Type

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Purchasing and Expediting

Course Introduction

Effective purchasing alone does not guarantee project or operational success if materials and services are not delivered on time, in full, and in accordance with specifications. Weak coordination between purchasing and expediting functions often leads to delays, cost overruns, production interruptions, and contractual disputes.

Developed by **Boost**, this course presents purchasing and expediting as two integrated control functions within the supply chain. Participants learn how procurement decisions, supplier coordination, and expediting activities work together to ensure timely delivery, compliance, and operational continuity.

Boost's Purchasing and Expediting - Intermediate course equips professionals with practical skills to manage suppliers proactively and control delivery performance effectively.

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Target Audience

- ✓ Purchasing and procurement professionals
- ✓ Expediting and supply chain coordination staff
- ✓ Project and operations support teams
- ✓ Contract administrators
- ✓ Professionals involved in supplier management

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Learning Objectives

- ✓ Understand the role of purchasing and expediting in supply continuity
- ✓ Apply structured purchasing processes and controls
- ✓ Manage supplier timelines and delivery commitments
- ✓ Perform effective expediting and follow-up activities
- ✓ Identify and mitigate delivery-related risks
- ✓ Improve coordination between purchasing, suppliers, and operations

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Purchasing and Expediting

Course Outline

✓ Day 01

Foundations of Purchasing and Expediting

Module 1: Understanding Purchasing in Operations

- ✓ Role of purchasing in cost, quality, and delivery
- ✓ Purchasing vs. procurement vs. sourcing
- ✓ Impact of purchasing decisions on operations

Module 2: Introduction to Expediting

- ✓ What expediting really means
- ✓ Expediting vs. chasing suppliers
- ✓ When and why expediting is required

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Course Outline

✓ Day 02

Purchasing Processes and Supplier Commitments

Module 3: Purchasing Cycle and Controls

- ✓ Purchase requisitions and purchase orders
- ✓ Supplier selection and ordering decisions
- ✓ Clear definition of delivery requirements

Module 4: Supplier Commitments and Scheduling

- ✓ Delivery schedules and milestones
- ✓ Understanding supplier lead times
- ✓ Managing supplier promises and constraints

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Course Outline

✓ Day 03

Expediting Planning and Execution

Module 5: Expediting Strategies and Planning

- ✓ Types of expediting (desk, visit-based, critical-path)
- ✓ Prioritizing expediting efforts
- ✓ Linking expediting to project or operational priorities

Module 6: Monitoring Supplier Progress

- ✓ Tracking manufacturing and delivery status
- ✓ Identifying delays and warning signals
- ✓ Managing communication with suppliers

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Course Outline

✓ Day 04

Managing Risks, Delays, and Performance

Module 7: Delivery Risks and Mitigation

- ✓ Common causes of delivery delays
- ✓ Risk mitigation techniques
- ✓ Escalation and corrective actions

Module 8: Managing Supplier Performance

- ✓ Measuring on-time delivery performance
- ✓ Handling non-performance and recovery plans
- ✓ Continuous improvement with suppliers

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Course Outline

✓ Day 05

Integration, Reporting, and Best Practices

Module 9: Integrating Purchasing and Expediting

- ✓ Coordination with contracts, logistics, and operations
- ✓ Information flow and reporting structures
- ✓ Avoiding gaps between purchasing and expediting

Module 10: Reporting and Continuous Improvement

- ✓ Expediting reports and dashboards
- ✓ Lessons learned from delays
- ✓ Strengthening purchasing and expediting discipline

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Feb. 1, 2027	Feb. 5, 2027	5 days	4950.00 \$	Spain , Madrid
May 24, 2027	May 28, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Aug. 16, 2027	Aug. 20, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Oct. 11, 2027	Oct. 15, 2027	5 days	4250.00 \$	UAE , Dubai
Sept. 6, 2027	Sept. 10, 2027	5 days	2150.00 \$	Virtual , Online

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