DIPLOMA| Vendor Management

By London City University

Course Overview

Vendor Management describes characteristics of maturity in how well you are communicating with, influencing and bargaining with your vendors. This course helps the students to learn the skills required to efficiently choose, manage and retain the vendors. It also covers procurement management and guide the students how to develop the proper procurement organization, strategies, systems and procedures. It emphasizes on three key elements of vendor management –

Commitment *is all about exchange of requirements in the forms of contracts, and agreement, etc.*
Relationship *is not maintaining healthy relationship between buyers and vendors.*
Metrics *define the data composed all through the implementation of a procurement project and used to evaluate performance. The participants study how to design metrics to encourage the preferred behavior*.

This course is designed for those who are seeking for great opportunities and growth in Vendor Management.

Course Outline

- ✓ Introduction to Vendor, Management Success and Procurement Life Cycle
- ✓ Procurement Life Cycle vs. Vendor Management
- ✓ Vendor Selection

- ❖ Commitments

- ✓ Exchange of Commitments to merchants
- ✓ Management Success
- ✓ Vendor Agreements
- ✓ Valuation of Bid Proposals
- ✓ Construction of agreement

- ❖ Relationships

- ✓ Managing Relationships between buyers and sellers
- ✓ Vendor authority
- ✓ Practices and Procedures
- ✓ Negotiating
- ✓ Sharing Success with merchants
- ✓ Management Skills

- ❖ Communications

- ✓ Allocation
- ✓ Motivation programs

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- ❖ Metrics

- ✓ Selecting the Best Metrics
- ✓ Application of KPIs
- ✓ Worth of the Responsibility Assignment Matrix (RASCI)
- ✓ Vendor Performance Reporting
- ✓ Balanced Score Cards

Course duration	**3 Months OR as per your requirement | Flexible and dependent on your time frame and need**
Entry Requirements	**A Success Oriented Personality**
Certification	**London City University**, will award an approved diploma at the end of course training. You will get 100% guaranteed certificate.
Mode of application	Fill an application form, send copies of your national ID card or passport as well as educational documents and forward to info@cvwarehouse.ae and get 50% discount on all courses offered by **London City University**
Course Assessment	London City University will give you an assessment on a monthly basis. This makes a total of three assignments, all scenario case study based activities. Students are expected to solve them and turn them in online via email. Each assignment carries a 20 percent score. The final online exam carries a 40 percent score, to make a total of One Hundred Percent.

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