

# BUYER'S TOOLKIT

## REALIZE YOUR PURCHASING POWER, BUY AND NEGOTIATE EFFECTIVELY

The outcomes of professional buying can be enhanced vastly by understanding the buying process and applying some simple tools. The Buyer's Toolkit equips individual buyers, or those responsible for purchasing in an organization of any size, with effective resources to take control of a deal and deliver great results in any situation.

We've taken everything we know about professional procurement and negotiation to create the 5D Power Buying® process - an easy-to-understand, jargon-free step-by-step approach to help anyone buy well. Supported with the essential resources needed to understand any buying scenario, the Buyer's Toolkit helps develop approaches and techniques that secure desirable outcomes.

### THE 5D POWER BUYING® PROCESS



**MAKE PROCUREMENT A STRATEGIC CONTRIBUTOR TO BUSINESS SUCCESS**

## FOR INDIVIDUALS AND ORGANIZATIONS

The Buyer's Toolkit is ideal both for individuals who want to be effective at buying and for organizations seeking to secure more value and structure in their buying. The guidance offered is valuable for a wide spectrum of scenarios, from single transactions to complex or large purchasing contracts where procurement professionals can learn to understand and take full advantage of their buying power position.

The Buyer's Toolkit provides the vital tools you need to assess your position, and determine the optimum buying approach to achieve the best outcome. This can result in significant cost savings and increased value from a supplier.

## MAKING BUYER'S TOOLKIT THE WAY YOU BUY

To ensure you or your organization get the most out of the best-practice tools and theory for professional buying and negotiation in the Buyer's Toolkit, it is essential that the 5D Power Buying process becomes 'the way you buy'. We offer a range of programs to help you achieve this.

### Training courses

Embed a consistent approach across your organization with customizable high impact tuition, at your own workplace or chosen venue, delivered by experienced purchasing practitioners worldwide.

- Our 1-day course provides an introduction to successful buying and the core skills for anyone in this role, drawing on some of the core tools in the 5D process.
- Our 2-day "Proficient Buyer" course explores the approaches and techniques that deliver positive outcomes, including how to use and apply the 5D Power Buying process.

### Online toolkit & digital learning

Buyer's Toolkit Online is an essential web-based resource centre and planning tool that offers practical guidance through each of the 15 steps in the 5D Power Buying process. It includes animated digital learning modules to illustrate key concepts and the latest interactive technology, along with supporting resources covering every aspect of buying and negotiation.

As a complement to classroom training, our Buyer's Toolkit digital learning guides you in developing effective buying plans for key areas of spend, and to manage how they are implemented. The flexibility of the Buyer's Toolkit Online means that users will be able to work with it at home, in the office or on the move.

### Packages

All of our packages combine an annual subscription (individual named user licenses) to Buyer's Toolkit Online with classroom training (up to 20 delegates per course), The Buyer's Toolkit book and our A1 printed poster tool. Providing an invaluable solution to increasing buying capability in any size of organization, our packages comprise:

- Micro Enterprise Starter Package – includes up to 5 user licenses, our 1-day Introduction training course, book and posters.
- Small to Medium Enterprise (SME) Starter Package – includes up to 10 user licenses, our 2-day Proficient Buyer training course, book and posters.
- 'Develop the Purchasing Function' Package - ideally suited to buying teams in medium to large organizations, includes up to 20 user licenses, our 2-day Proficient Buyer training course, book and posters, plus an expert consultation via web conferencing to help you develop and future-proof your buying function.

### BOOK

'The Buyer's Toolkit' book, written by Positive Purchasing CEO, Jonathan O'Brien, provides comprehensive coverage of what you need to understand and get started in effective buying in a thorough and easily digestible format.