

Purchasing Manager

The Purchasing Manager oversees day-to-day buying operations, negotiates with vendors, ensures timely delivery of goods, and maintains accurate procurement records. They manage purchase orders, coordinate with suppliers, and help control costs through effective purchasing practices.

PROFIL

- **Influence:** Manages purchasing execution and vendor coordination
- **Decision Maker:** Approves purchase orders and vendor selections for standard buys
- **Metrics and Targets:**
 - PO Accuracy Rate
 - On-Time Delivery
 - Purchase Cycle Time
 - Cost Savings per Order
 - Inventory Turnover

TOP 5 PRIORITIES

- **Issue and Track POs** – Ensure timely and accurate purchasing for internal needs
- **Maintain Supplier Relations** – Communicate delivery timelines, lead times, and expectations
- **Ensure Inventory Availability** – Support supply continuity without overstocking
- **Negotiate Best Pricing** – Secure favorable terms within vendor agreements
- **Monitor Order Fulfillment** – Track shipments, resolve delays, and escalate issues

TOP 5 CHALLENGES

- Delivery delays from suppliers
- Inaccurate or missing PO data
- Pressure to lower costs while maintaining quality
- Communication gaps with stakeholders
- Manual and time-consuming purchase workflows

NEEDS

- **PO Management Software:** Automate and track the full purchase order lifecycle
- **Supplier Communication Tools:** Centralize updates, confirmations, and issue tracking
- **Inventory Integration Systems:** Align purchasing with real-time stock levels and forecasts
- **Pricing History Reports:** Reference historical vendor rates for better negotiations

MOTIVATION

- Keep operations running smoothly
- Improve PO accuracy and vendor reliability
- Streamline and automate purchasing workflows
- Build productive supplier relationships
- Deliver cost savings without disruption

Discovery Questions

- POs: "How do you currently manage and track purchase orders?"
- Vendors: "What's your typical process for vendor communication?"
- Inventory: "How do you align purchasing with inventory or production needs?"
- Challenges: "Where do delays or issues usually occur in purchasing?"
- Tools: "What systems are you using for procurement workflows?"
- Savings: "How do you evaluate and negotiate supplier pricing?"
- Improvements: "What would make your purchasing process more efficient?"