



READING LISTS FOR LEVELS 3, 4, 5 AND 6



Two categories of reading:

- **Essential:** These are the texts that students should aim to purchase and read during their courses. They provide the required knowledge and understanding to support the learning throughout the qualifications.
- **Desirable:** Desirable texts are those that would add value to the learning experience, and will cover all or part of the qualifications content. Students would benefit from reading some of these texts.

For the full contents listing for the course books, essential and desirable reading, please visit <http://bookshop.cips.org> and search for either the ISBN or book title.

LEVEL 3
**CERTIFICATE IN PURCHASING
AND SUPPLY**
**UNDERSTANDING THE PURCHASING
ENVIRONMENT**

ESSENTIAL

Understanding the Purchasing Environment –

CIPS course book

978 • 186124-151-1 • 1st 2006 • CIPS

The Business Environment

Ian Worthington and Chris Britton

0-273-67827-2 • 4th 2003 • Pearson

DESIRABLE

**Organisations, Competition and the Business
Environment**

Andre Clark

0-201-61908-3 • 1st • 2000 • Pearson

PURCHASING OPERATIONS

ESSENTIAL

Purchasing Operations

CIPS course book

978-186124-149-2 • 1st 2006 • CIPS

Purchasing and Supply Chain Management

Kenneth Lysons, Brian Farrington

0-273-69438-3 • 7th 2006 • Pearson

DESIRABLE

Purchasing Principles & Management

Peter Bailey, David Farmer, David Jessop, David Jones

0-273-64689-3 • 9th 2005 • Pearson

One Stop Contracts

John Wyborn

1-86072-123-0 • 2nd 2000 • ICOSA

CLIENT AND SUPPLIER RELATIONSHIPS

ESSENTIAL

Client and Supplier Relationships

CIPS course book

978-186124-148-1 • 1st 2006 • CIPS

Purchasing and Supply Chain Management

Kenneth Lysons, Brian Farrington

0-273-69438-3 • 7th 2006 • Pearson

DESIRABLE

Managing Business Relationships

David Ford, Lars-Erik Gadde, Håkan Håkansson, Ivan Snehota

0-470-85125-2 • 2nd 2003 • Wiley

Relationship Driven Supply Chain

Barry Crocker and Stuart Emmett

0-566-08684-0 • 1st 2006 • Gower

Buying For Business

Christopher Barrat and Mark Whitehead

0-470-09246-7 • 1st 2004 • Wiley

Read This - Business Writing That Works

Robert Gentle

0-273-65650-3 • 1st 2002 • Pearson

SECURING SUPPLY

ESSENTIAL

Securing Supply

CIPS course book

978-186124-150-4 • 1st 2006 • CIPS

Stores and Distribution Management

Ray Carter, Philip Price, Stuart Emmett

1-903500-05-2 • 1st 2005 • Liverpool Academic Press

DESIRABLE

Excellence in Warehouse Management

Stuart Emmett

0-470-01531-4 • 1st 2005 • Wiley

Handbook of Logistics and Distribution Management

Alan Rushton, Alan Oxley, Phil Croucher

3rd 2006 • Kogan Page

PURCHASING IN ACTION

There is not a course book for this unit

LEVEL 4
THE FOUNDATION DIPLOMA IN
PURCHASING AND SUPPLY
EFFECTIVE NEGOTIATION IN PURCHASING
AND SUPPLY

ESSENTIAL

Effective Negotiation in Purchasing

CIPS course book
978-186124-152-8 • 1st 2006 • CIPS

Essentials of Negotiation

Roy Lewicki, David Saunders, Bruce Barry, John Minton
0-071-23254-0 • 3rd 2003 • McGraw Hill

DESIRABLE

Business Negotiation

Paul Steele and Tom Beasor
0-566-08072-9 • 1st 1999 • Gower

Power of Nice

M Shapiro and Mark A Jankowski
0-471-08072-1 • 1st 1999 • Wiley

How to Negotiate Anything with Anyone

Frank Acuff
0-8144-7950-2 • 1st 1997 • McGraw Hill

PURCHASING CONTEXTS

ESSENTIAL

Purchasing Context

CIPS course book
978-186124-155-9 • 1st 2006 • CIPS

Purchasing Principles & Management

Peter Bailey, David Farmer, David Jessop, David Jones
0-273-64689-3 • 9th 2005 • Pearson

DESIRABLE

Purchasing and Supply Chain Management

Kenneth Lysons, Brian Farrington
0-273-69438-3 • 7th 2006 • Pearson

International Purchasing and Management

Alan Brach
1-86152-511-7 • 1st 2000 • Thomson

DEVELOPING CONTRACTS IN PURCHASING
AND SUPPLY

ESSENTIAL

Developing Contracts in Purchasing and Supply

CIPS course book
9178-186124-153-5 • 1st 2006 • CIPS

Law for Purchasing and Supply

Margaret Griffiths, Ivor Griffiths
0-273-6479-6 • 3rd 2002 • Pearson

DESIRABLE

Practical Procurement

RJ Carter and SK Kirby
1-903499-25-9 • 2nd 2000 • ICOSA

Purchasing Contracts

Graham Fuller
1-904298-34-6 • 1st 2002 • Spiropress

Tolley's Commercial Contracts - A Practical Guide to
Standard Terms

Susan Singleton and Richard Lawson
0-7545-1948-1 • 1st 2002 • Butterworths Tolley

MEASURING PURCHASE PERFORMANCE

ESSENTIAL

Measuring Purchase Performance

CIPS course book
978-186124-154-2 • 1st 2006 • CIPS

The Performance Prism

Andy Neely, Chris Adams, Mike Kennerley
0-273-65334-2 • 1st 2002 • Pearson

DESIRABLE

Measuring performance in public and non-profit
organisations

Theodore Poister
0-787-94999-X • 1st 2003 • Wiley

Purchasing and Supply Chain Management

Kenneth Lysons, Brian Farrington
0-273-69438-3 • 7th 2006 • Pearson

MANAGING PURCHASING AND SUPPLY
RELATIONSHIPS

ESSENTIAL

Managing Purchasing and Supply Relationships

CIPS course book
978-186124-156-6 • 1st 2006 • CIPS

Relationship Driven Supply Chain

Barry Crocker and Stuart Emmett
0-566-08684-0 • 1st 2006 • Gower

DESIRABLE

Buying For Business

Christopher Barrat and Mark Whitehead
0-470-09246-7 • 1st 2004 • Wiley

Purchasing Power

Richard Russil
0-13-442625-8 • 1st 1997 • Pearson

Profit Growth and Risk

Iain Gilmour and Ian Bilson
1-84439-067-5 • 1st 2004 • Spiropress

Commercial Relationships

Mark Moore
1-872807-37-2 • 1st 1988 • Liverpool AP

LEVEL 5
THE ADVANCED DIPLOMA IN
PURCHASING AND SUPPLY
MANAGEMENT IN THE PURCHASING FUNCTION
ESSENTIAL

Management in the Purchasing Function –

CIPS course book
978-186124-158-0 • 1st 2006 • CIPS

Management Organisational Behaviour

Laurie J Mullins
0-273-68876-6 • 7th 2004 • Pearson

DESIRABLE

Organisational Behaviour – An Introductory Text

David Buchanan, Andrzej Huczynski
0-273-68222-9 • 5th 2004 • Pearson

Decision Making and Problem Solving

John Adair
0-85292-807-6 • 1st 1999 • Hyperion Books

Leadership and the One Minute Manager

Ken Blanchard, Patricia Ziyarmi and Drea Ziyarmi
0-00-71034-17 • 1st 2004 • HarperCollins

Appraisal & Feedback; Making Performance Review Work

Clive Fletcher
1-84398-029-0 • 1st 2004 • CIPD

RISK MANAGEMENT AND SUPPLY CHAIN
VULNERABILITY

ESSENTIAL

Risk Management and Supply Chain Vulnerability

CIPS course book
978-186124-159-7 • 1st 2006 • CIPS

Complete Guide to Business Risk Management, The

Kit Sadgrove
0-566-08661-1 • 2nd 2005 • Gower

DESIRABLE

Project Manager's Guide to Handling Risk

Alan Webb
0-566-08571-2 • 1st 2003 • Gower

Understanding And Managing Risk Attitude

David Hillson and Ruth Murray-Webster
0-566-08627-1 • 1st 2004 • Gower

Against the Gods: The Remarkable Story of Risk

Peter Bernstein
0-471-29563-9 • 1st 1996 • Wiley

IMPROVING SUPPLY CHAIN PERFORMANCE
ESSENTIAL

Improving Supply Chain Performance

CIPS course book
978-186124-157-3 • 1st 2006 • CIPS

Purchasing and Supply Chain Management

Kenneth Lysons, Brian Farrington
0-273-69438-3 • 7th 2006 • Pearson

DESIRABLE

The Performance Prism

Andy Neely, Chris Adams, Mike Kennerley
0-273-65334-2 • 1st • 2002 • Pearson

Essentials of Negotiation

Roy Lewicki, David Saunders, Bruce Barry, John Minton
0-071-23254-0 • 3rd 2003 • McGraw Hill

MARKETING FOR PURCHASERS - OPTION
ESSENTIAL

Marketing for Purchasers

CIPS Study Guide
1-8612-177-8 • 8th 2003 • CIPS

Marketing Principles and Practice

Dennis Adcock Al Halborg and Caroline Ross
0-273-64677-X • 4th 2001 • Pearson

DESIRABLE

Essentials of Marketing

Geoff Lancaster, Lester Massingham and Ruth Ashford
0-07-709860-9 • 4th 2002 • McGraw Hill

Kotler on Marketing

Philip Kotler
0-684-86047-3 • 1st 1999 • Free Press

Marketing Payback

Robert Shaw and David Merrick
0-273-6884-7 • 1st 2005 • Pearson

STORAGE AND DISTRIBUTION - OPTION
ESSENTIAL

Storage and Distribution

CIPS Study Guide
1-86124-114-3 • 1st 2003 • CIPS

Handbook of Logistics and Distribution Management

Alan Rushton, Alan Oxley, Phil Croucher
0-74944 669-2 • 3rd 2006 • Kogan Page

DESIRABLE

Storage and Distribution Management

Ray Carter, Philip Price, Stuart Emmett
1-903500-05-2 • 1st 2005 • Liverpool Academic Press



Excellence in Warehouse Management

Stuart Emmett

0-470-01531-4 • 1st 2005 • Wiley

**OPERATIONS MANAGEMENT IN THE
SUPPLY CHAIN - OPTION**

ESSENTIAL

Operations Management in the Supply Chain

CIPS Study Guide

1-86124-166-X • 6th 2003 • CIPS

Operations Management

Nigel Slack Stuart Chambers and Robert Johnson

0-273-67906-6 • 4th 2004 • Pearson

DESIRABLE

Operations and the Management of Change

Vic Gilgeous

0-273-62507-1 • 1st 1997 • Pearson

LEVEL 6
THE GRADUATE DIPLOMA IN
PURCHASING AND SUPPLY
LEADING AND INFLUENCING IN PURCHASING
ESSENTIAL

Leading and Influencing in Purchasing –

CIPS course book
978-186124-3 • 1st 2006 • CIPS

Management and Organisational Behaviour

Laurie J Mullins
0-273-68876-6 • 7th 2005 • Pearson

A Manager's Guide to Leadership

Mike Pedler, John Burgoyne, Tom Boydell
00-771-0423-4 • 1st 2003 • McGraw

DESIRABLE

Management – An Introduction

David Boddy
0-273-69586-X • 3rd 2005 • Pearson

The Naked Leader

David Taylor
0-553-81565-2 • 1st 2003 • Bantam

Persuasion - The Art of Influencing People

James Borg
0-273-68838-3 • 1st 2004 • Pearson

Exploring Corporate Strategy (Text and Cases version)

Gerry Johnson, Kevan Scholes, Richard Whittington
0-273-68734-4 • 7th 2004 • Pearson

STRATEGIC SUPPLY CHAIN MANAGEMENT
ESSENTIAL

Strategic Supply Chain Management

CIPS course book
978-186124-161-0 • 1st 2006 • CIPS

Exploring Corporate Strategy (Text and Cases version)

Gerry Johnson, Kevan Scholes, Richard Whittington
0-273-68734-4 • 7th 2004 • Pearson

Supply Chain Management - In Theory and Practice

Birgit Dam Jespersen and Tage Skjott-Larsen
87-630-0152-7 • 1st 2005 • Copenhagen Business School

DESIRABLE

Corporate Strategy

Richard Lynch
0-273-70178-9 • 4th 2006 • Pearson

Strategic Supply Chain Alignment - Best Practice in
Supply Chain Management

Jonathon Gattorna
0-566-07825-2 • 1st 1998 • Gower

Logistics And Supply Chain Management

Martin Christopher
0-273-68176-1 • 3rd 2005 • Pearson

Purchasing and Supply Chain Management

Kenneth Lysons, Brian Farrington
0-273-69438-3 • 7th 2006 • Pearson

Supply Chain in 90 Minutes

Stuart Emmett
1-85252-476-6 • 1st 2005 • Management Books 2000

SUPPLY CHAIN MANAGEMENT IN PRACTICE
- WORK BASED PROJECT

ESSENTIAL

Your Research Project

Nicholas Walliman
1-4129-0132-4 • 2nd 2005 • Sage

Plus all other books used for Leading and Influencing in Purchasing and Strategic Supply Chain Management.

LEGAL ASPECTS IN PURCHASING AND
SUPPLY - OPTION

ESSENTIAL

Legal Aspects in Purchasing and Supply

CIPS course book
978-186124-163-1 • 1st 2006 • CIPS

Legal Aspects of Purchasing and Supply Chain
Management

Ian Longdin
1-903499-08-9 • 1st 2005 • LAP

DESIRABLE

Law for Purchasing and Supply

Margaret Griffiths, Ivor Griffiths
0-273-64679-6 • 3rd 2002 • Pearson

ADVANCED PROJECT MANAGEMENT -
OPTION

ESSENTIAL

Advanced Project Management

CIPS course book
978-186124-163-4 • 1st 2006 • CIPS

Project Management

Harvey Maylor
0-273-70431-1 • 3rd 2005 • Pearson

DESIRABLE

The Practice of Project Management

Enzo Frigenti and Dennis Comminos
0-7494-3694-8 • 1st 2002 • Kogan Page

Supply Chain Project Management

James Ayers
1-57444-350-X • 1st 2004 • St Lucie Press



Project Management

Dennis Lock

0-566-08551-8 • 8th 2003 • Gower

FINANCE FOR PURCHASERS

Finance for Purchasers

CIPS course book

978-186124-102-07 • 1st 2006 • CIPS

Financial Management for Decision Makers

Peter Attrill

0-273-70249-1 • 4th 2006 • Pearson

DESIRABLE

Interpreting Company Reports and Accounts

Geoffrey Holmes, Alan Sugden and Paul Gee

0-273-69546-0 • 9th 2005 • Pearson

The Definitive Business Plan

Richard Stutely

0-273-65921-9 • 2nd 2002 • Pearson