



PROCUREMENT and LOGISTICS

NATIONALLY RECOGNISED & INTERNATIONALLY ACCREDITED

OVERVIEW

The Short programme on ***Procurement and Logistics*** provides fundamental information on the principles, procedures, terminology, techniques and tools used in the field of purchasing and supply management.

Successful procurement and logistics management is the key for effective management in all sorts of businesses. This programme encompasses warehousing, physical distribution, inventory concept, transportation logistics, procurement concept and global logistics systems.



WHAT YOU WILL ACHIEVE

Upon the completion of this course, you will be able to:

- Negotiate with suppliers and manage supplier performance and contracts.
- Understand the concept of “strategic procurement”.
- Develop specifications.
- Think strategically about their procurement procedures and processes.
- Research suppliers and markets for goods and services.
- Understand the benefits of aggregation.
- Understand what drives suppliers and the markets they operate in.
- Understand and identify the impact of logistic toward organization and economy to make sure goods reach the final consumers in right quality, right quantity, right time and right place.
- Understand the concept of warehousing and storage that is one of the areas which contribute to huge losses to organization.
- Understand the importance of Inventory Management that involved in order processing, inventory, among others.

METHODOLOGY

Well-balanced theoretical and practical methodology, which includes interactive discussions, case studies, interactive activities/exercises and assignments to understand the concepts and their applicability

FEE

USD 2,150 per person

Group Discount:

- 2-4 pax : 2.5%
- 5-7 pax : 5%
- 8-10 pax : 10%
- 11-13 pax : 15%
- 14-16 pax : 20%

*****All prices are VAT inclusive.**

Fee Includes:

- 5-Day Training
- Nationally Recognized and Internationally Accredited Certificate of Completion
- Module Notes and Stationary
- Tea/Coffee Breaks
- Working Lunches

***Note:** all other expenses are to be borne by participants.



WHAT YOU WILL LEARN

Module 1: Master Scheduling

- Bar Coding
- Materials Requirements Planning
- Capacity Management
- Production Activity Control & Purchasing

Module 2: Physical Inventory & Warehouse Management

- Independent Demand Ordering Systems
- Order
- Quantities
- Physical Distribution
- Just in Time Manufacturing & TQM
- Economic Order Quantity – EOQ
- Breaking Down EOQ
- How Inventory Impacts Cash-Flow Planning
- Factoring in Reorder point

Module 3: Management Functions

- Fundamentals of Procurement
- Tendering and Contracting Procedures
- Monitoring and Evaluation
- Procurement Planning

Module 4: Bid Opening, Evaluation and Award of Contract

- Bidding Documents
- Bidding Procedures
- Methods of Procurement
- Project Cycle Management
- Ethical Considerations in Procurement

Module 5: Fundamentals of Contract Law & Introduction to Materials Management

- Fraud Detection and Control
- Contract Management
- Legal Aspect of Procurement
- Negotiation
- Effective Communication Skills
- Incoterms
- Managing Change
- Strategic Planning
- Inventory Fundamentals
- Forecasting
- Production Planning System

Each module focuses on clear objectives and skill demonstrations that can be easily linked to real life instances.