



Purchasing & Warehousing
Management Course



Purchasing & Warehousing Management Course

Introduction:

The Purchasing function has developed from a simple administrative function to a fully-fledged strategic business unit. It is no longer sufficient to turn requisitions into orders and await delivery of the goods or services.

Participants in this strategic purchasing and warehousing management training will develop and implement carefully crafted strategies for acquiring all materials, goods, equipment, and services that have become critical in all organizations wishing to reduce operating costs while improving quality and productivity.

In this strategic purchasing and warehousing management course, we will explore the strategic role of the Purchasing function and how this department can contribute to the entire organization. Supplier evaluation and negotiation will be discussed to maximize the Purchasing department's contribution.

Targeted Groups:

- Purchasing Managers.
- Purchasing Supervisors.
- Contracts Personnel.
- Tender Officials and Committees.
- Negotiation and Purchasing Committees.
- Procurement/Purchasing Personnel.
- Senior Buyers.

The Importance of Purchasing Management:

Purchasing management plays a pivotal role in an organization's success. Professionals can take a strategic approach to procuring materials and services by understanding the purchasing management process.

This strategic purchasing management approach involves evaluating and selecting suppliers based on comprehensive criteria, utilizing purchasing management tools, and understanding the fundamental principles of purchasing management.

The strategic purchasing and warehousing management course will cover the importance of purchasing management to give participants a clear view of how these practices can lead to more effective purchasing management solutions.

What is Purchasing Management?

Purchasing management is acquiring goods and services to meet an organization's needs. It encompasses various activities, including identifying needs, sourcing suppliers, evaluating bids, and negotiating contracts.

In this strategic purchasing and warehousing management program, we will define purchasing management and discuss its key components, introducing purchasing management that underscores its value and effectiveness.

Course Objectives:

By the end of this strategic purchasing and warehousing management course, participants will:

- Discuss the inputs, outputs, and processes of the purchasing system.
- Evaluate sourcing strategies and suppliers.
- Understand the legal and administrative aspects of contracts.
- Effectively manage tenders.
- Enhance skills in all phases of strategic procurement.
- Grasp warehouse design techniques and mathematical models for storage.

Targeted Competencies:

At the end of this strategic purchasing and warehousing management training, participants competencies will:

- Efficiency in managing contracts and tenders.
- The ability to deliver real value in a shorter time.
- Reduce the number of non-value-adding activities.
- Improved relations between personnel, customers, and suppliers.
- Reduction in total cost of ownership.
- Improved supplier performance.
- Training Venue.
- Training will be conducted in a four or 5-star hotel.
- Training Equipment.
- Conference table, notebooks, pens, whiteboard, projector, café break facilities.

Course Content:

Unit 1: Introduction to Purchasing Management:

- Welcome, Introduction and Introducing course objectives.
- Purchasing and its role within procurement management.
- The Role of Procurement.
- Purchasing functions.
- Procurement functions.
- Team role.
- Procurement Processes.
- Procurement planning - make or buy analysis.
- Q&A & Homework.

Unit 2: Sourcing Analysis and Supplier Evaluation:

- Quick review of the previous session
- Homework solutions
- Sourcing analysis and strategies
- Supplier Evaluation
- Buyer-Seller Negotiation
- The Win-Win Negotiation
- Q&A and Homework

Unit 3: Effective Negotiation and Procurement Execution:

- A quick review of the previous session.
- Homework solutions.
- Communication process.
- Personality Types in Negotiation.
- Negotiation practice.
- Procurement Execution.
- INCOTERMS International Commerce Terms.
- Q&A & Homework.

Unit 4: Tenders and Contracts Management:

- A quick review of the previous session.
- Homework solutions.
- Tender: information and process.
- Contract documents.
- Classification of Contracts.
- Security deposit.
- Qualifications of the contractors.
- Q&A & Homework.

Unit 5: Introduction to Warehousing Management:

- Understand warehousing management fundamentals.
- Preserve, store, and organize a company's inventory.
- Introduces warehousing management and examines its components.
- Efficient handling techniques and inventory control systems.
- Optimize warehouse operations and minimize costs.
- A quick review of the previous session.
- Homework solutions.
- Inventory Definition and Classifications.
- ABC analysis.
- EOQ Model.
- Reordering and safety stock equations.
- When to Reorder with EOQ Ordering.
- Warehouse work techniques.
- Q&A.