



Purchasing & Warehousing
Management



Purchasing & Warehousing Management

Introduction:

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

The development and implementation of carefully crafted strategies for the acquisition of all materials, goods, equipment, and services have become a critical issue in all organizations wishing to reduce operating costs while improving quality and productivity.

In this 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 contribution of the Purchasing department.

Targeted Groups:

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

Course Objectives:

- At the end of this course the participants will be able to:
- Discuss the inputs, outputs, and processes of the system
- Ability to evaluate sourcing strategies, and evaluate suppliers
- Learn about the legal and administrative aspects of contracts
- Ability to effectively manage tenders
- Increase skill sets in all phases of strategic procurement
- Understand warehouse design techniques and mathematical models for storage

Targeted Competencies:

- 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

Course Content:

Unit 1: Introduction to Purchasing Management

- Welcome and Introduction & Introducing course objectives

- Purchasing and its position of 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 last session
- Homework solution
- Sourcing analysis and strategies
- Supplier Evaluation
- Buyer-Seller Negotiation
- The Win-Win Negotiation
- Q&A & Homework

Unit 3: Effective Negotiation and Procurement Execution

- Quick review of the last session
- Homework solution
- Communication process
- Personality Types in negotiation
- Negotiation practice
- Procurement Execution
- INCOTERMS International Commerce Terms
- Q&A & Homework

Unit 4: Tenders and Contract management

- Quick review of the last session
- Homework solution
- Tender: information and process
- Contract documents
- Classification of Contracts
- Security deposit
- Qualifications of the contractors
- Q&A & Homework

Unit 5: Warehouse Management

- Quick review of the last session
- Homework solution
- Inventory definition and Classifications
- ABC analysis
- EOQ Model
- Reordering & safety stock equations
- When to Reorder with EOQ Ordering
- warehouse work techniques
- Q&A