

The Pillar Knowledge of Procurement Arena

Introduction

In every aspect of business Procurement management can save or waste money and it is the only way that Processes Required to Acquire Goods and Services from outside the Performing Organization For Simplicity, Goods and Services, Whether One or Many Will Generally Be Referred to As a “Product “

In this 5 days course Procurement Management Is Discussed from the Perspective of the Buyer in the Buyer - Seller Relationship which, Can Exist at Many Levels of work Depending on the Application Area. This course Assumes That the Seller Is External to the Performing Organization.

Objective:

By taking this course, you will be able to:

- Acquire all the required skills to be an effective buyer
- Understand the fundamentals and modern principles of purchasing function
- Improve the efficiency of buying goods and services
- Select suppliers in a better way
- Determine transportation and packaging requirements
- Shorten total lead-time to speed up the purchasing cycle

Content:

Purchasing Background

- Glossary
- Introduction
- Purchasing History
- Procurement importance
- Objectives of Purchasing:
- Types of Purchasing
- Purchasing Procedure

- Method of Procurement
- Procurement process
 - Preparation Stage
 - Advertising Stage
 - Response Management Stage
 - Award Stage
 - Contact Management & Monitoring Stage
- Examples of Types of contracts
- Important element of procurement process
- General Principles of Procurement
- Purchasing Management Process
- Competition
- Functions / Responsibilities of Purchase Department
- Purchasing management process
 - Purchasing Planning
 - Purchasing Tracking
 - Purchasing reporting
- Centralized purchasing System
 - Advantages of Centralized Purchasing
 - Disadvantage of Centralized Purchasing
- Decentralized Purchasing System
 - Advantages of decentralized Purchasing
 - Disadvantage of decentralized Purchasing
- Purchase Functions
- Evaluating Price
- Paperwork and Accounting
- Policy Compliance

Buyer Roles and Responsibilities

- The Purchasing Department

17, 216 St., 5th floor, Maadi, Cairo, Egypt.
Tel. +2 (02) 25211002
Fax: +2 (02) 25211003
E-mail: info@settec.org
Web Page : www.settec.org

17 شارع 216، الدور الخامس، المعادي، القاهرة، مصر.
تليفون: +2 (02) 25211002
فاكس: +2 (02) 25211003
بريد الكتروني: info@settec.org
الموقع الالكتروني: www.settec.org

- Procurement management
- Buyer and seller relationship
- The major process
- Purchasing Procedures
 - Recognition of need
 - Requisition approval
 - Placement of the purchase order
 - Follow-up and expediting
 - Receipt and approval of goods/services
- Purchasing Policy
- Getting Best Value
 - Pre-qualifications
 - Expressions of Interest
 - Cooperative Purchasing
 - Purchasing Methods
 - Direct Award
 - Tendering
 - Request for proposal
 - Request for quotation
 - Request for information
 - Invitation to tender
 - Completion time line
 - Appraisal of Responses
- Contract Management
- A Buyer's Crucial Need-to-knows
 - Your Non-Negotiable Points (statutory, technical/functional, other)
 - Your Targets and Walk-Away Issues

Vendor supplier pricing policies

- The pricing process
- Using Estimates As A Control Device
- Definition of estimate
 - Conceptual estimates

- Feasibility estimate
- Order of magnetite estimate
- Investment opportunity estimate
- Bid estimate
- Independent estimate
- Preliminary estimate
- Budget estimate
- Definitive estimate

Negotiation

- Qualities of an Effective Negotiator
 - Defending those attribute
 - What Makes a Poor negotiator?
- Negotiating with Suppliers
 - Negotiation Preparation
 - Authority to Negotiate
 - Who, What and Where in Meetings
 - Negotiating Style: Point by point or all or none
 - Avoiding Win-Lose attitudes
 - After the Negotiation

Partnership

- Suppliers
 - Finding qualified suppliers
 - Suppliers selection
- Supplier segmentation BASF
- Preparing a Prospective Supplier List
- Types of Suppliers
 - Local vs. National Suppliers
 - Distributor vs. Direct
 - Foreign Sources
 - Single vs. Multiple Sourcing
- How many suppliers?
- Supplier Evaluation Factors

- Location
 - Managing the Disadvantages of Location
- Reserve Capacity
- Technological capabilities
- Inspection
- Labor Relations
- Warranties
- Vendor Sources
- Plant visitations
- Visit the supplier
- Financial Status of Supplier
 - Financial Status ...Popular Ratios
 - The current ratio
 - The acid test ratio
 - The sales-receivable ratio
 - Net profit to sales
 - Cash flow
 - The inventory turnover ratio
- Vendor Rating

Criteria for Vendor/Supplier Evaluation

- Pricing factors
- Quality factors
- Delivery factors
- Service factors
- Measurement criteria 7 C's.
- Benefits of vendor rating systems

Techniques of Vendor Rating

- Supplier Evaluation Methods
 - The Categorical Method
 - Categorical Plan
 - The Weighted Point Method
 - The Cost-Ratio Method
 - Cost Ratio Plan

- Quality Cost Ratio
- Critical Incident Method
- Checklist System

Target Group:

Procurement Officers, Engineers Purchase Inspection.

Language:

- The materials for the trainees will be in English.
- The language of instruction will be in English / Arabic.