

## **PURCHASING & SUPPLY CHAIN MANAGEMENT**

### **Key focus**

1. Understand what is driving today's Purchasing needs
2. Acquire practical knowledge for Supply Chain Management
3. Discover the key strategies underlying successful Supply Chain Management
4. Move the relationships with suppliers to a higher profile
5. Become a proactive buyer

### **Who will benefit**

This course is suitable for line managers, purchasing executives, professional and new purchasing practitioners seeking a comprehensive overview of the purchasing function.

**Take The Next Step**

**Day one**

**1. Supply Chain Management**

- ▶ Definition
- ▶ Objectives

0900-1030

*Morning tea break*

1030-1045

**2. The Role of Purchasing and Supply Management Business**

- ▶ Procurement
- ▶ Inventory Management
- ▶ Inbound & Outbound Shipments
- ▶ Basic Principle Of Purchasing (The 5 Rights)
- ▶ Purchasing Role In Business
- ▶ Profit Potential And Roi
- ▶ Operation Strategies
- ▶ Financial Strategies
- ▶ Marketing Strategies
- ▶ Purchasing And Change
- ▶ Role Purchasing In Product And Service Design

1045-1300

*Lunch*

1300-1400

**3. Operational Needs**

- ▶ Design Process / Detailed Specification
- ▶ Definition, Description And Transmission of The Need
- ▶ Order Preparation
- ▶ Order Expediting

1400-1530

*Afternoon tea break*

1530-1545

**4. Customer Demand**

- ▶ Strategic forecasting
- ▶ Approaches to forecasting
- ▶ Forecast of volume
- ▶ Methods of determining output
- ▶ Implementation techniques
- ▶ Factors affecting forecasting

1545-1700

**Take The Next Step**

**Day two**

**5. Materials Planning Techniques**

- ▶ Stock Replenishment
  - Traditional Method
  - Computerized System
- ▶ Maximum / Re-Order / Minimum Levels
- ▶ Visual System
- ▶ Eoq
- ▶ Factors Affecting Materials Planning

0900-1030

*Morning tea break*

1030-1045

**6. Classification of Inventory**

- ▶ Production Inventories
- ▶ Wip
- ▶ Finished Goods
  - Normal Inventories
  - Anticipatory Inventories
- ▶ Mro Items
- ▶ Abc Analysis

1045-1300

*Lunch*

1300-1400

**7. Expediting**

- ▶ Why We Need Progressing / Expediting?
- ▶ Circumstances Requiring Follow-Up And Expediting

1400-1530

*Afternoon tea break*

1530-1545

**8. Elements of A Cost Reduction Programme**

- ▶ Organizations'-Wide Buying Agreements
- ▶ Issues To Be Considered When Establishing A Cost Reduction Programme
- ▶ Lead Time And Its Benefits

1545-1700

**Take The Next Step**