

Materials & Purchasing Management

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Advanced Purchasing and Inventory Management

Course Background:

Globally, companies are changing their focus in this area and seeking to improve their purchasing and supply chain management, there is an increasing awareness of modern tools and techniques and how these could be applied in their organizations and how cost effective techniques can be applied.

Too often the problem of inventory control is attacked at the wrong level and companies are worried about downtime and customer satisfaction. Overstock of products cause huge amounts of capital to be tied up instead of working for the company to add to the bottom-line. Now new and advanced Re-engineering techniques, systems and methods are being developed that will help to alleviate this problem freeing up vast amounts of cash to enable more strategic financial expenditures.

The course includes case studies and discussion sessions allowing you to present your concerns and questions in an informal and interactive format.

Course Objectives:

On completion of this course the trainee/s will be competent in:

- Selecting Advanced Purchasing procedures within the Materials Management Environment.
- The Organizing and managing of purchasing systems
- Liaising with departmental managers for organizational needs
- The technical and scientific methods to plan and control stock items.
- Negotiating with vendors and securing best deal (Win - Win terms)

Course Duration: Five days

Who Should Attend:

Purchasing, Procurement Managers and Warehouse Managers, Materials and Inventory Supervisors and those who are involved with Purchasing and Inventory Controls processes / functions.

Course Contents:

First Day:

- Introduction to Advanced concepts:
- Purchasing techniques
- Purchasing systems
- Blanket orders
- Buying agreements
- National contracts
- Tender procedures
- Bidding procedures
- Purchase or hire transportation Services
- FOB terms
- Models of transportation.

Second Day:

- Purchase planning and forecasting
- Basic steps in purchasing planning
- The use of PERT in purchasing.
- Legal Aspects of Purchasing
- Agencies
- Practical techniques for inventory management
- How to control inventory in a long supply chain
- How to utilise supply chain mapping
- Various supply chain designs
- Types of logistic information systems
- Introduction to organizational needs as specialization

Third Day:

- Department turnovers
- Organization communications and liaison
- Organizational loss control
- Shrinkage
- The Art and Science of Negotiation
- Negotiation distinct from bidding
- Negotiations strategy.
- Purchasing and capital expenditure items

- Quality versus cost considerations
- International purchasing
- Leasing capital items

Fourth Day:

- Quality and inventory planning and control
- Economics of ordering, bulk buying and discounts
- Inventory valuation auditing and control
- Make or buy decisions, quality analysis of make or buy
- Specification and standards, information gathering and usage
- Purchasing department performance monitoring and feedback
- Management by objectives for Inventory Management Process
- Information systems and research for purchasing and materials management
- Libraries and Manuals storage
- Safety and Risk Considerations
- MSDS and other factors

Fifth Day:

- Forecasting and Inventory Management
- Practical Techniques for Inventory
- Forecasting
- Cycle inventory and safety stocks
- Beyond BOQ
- Pareto analysis
- Facility location
- Re-Engineering applied to Purchase and Inventory Management
- Case studies and Group Discussions
- Course Evaluation and Summary

Advanced Purchasing and Inventory Management

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- Various supply chain designs
- Types of logistic information systems
- Introduction to organizational needs as specialization

Third Day:

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Effective Buying & Procurement Management

Course Background:

As scarce resources through the ebb and flow of market changes become more accountable, then the Procurement Managers involvement become more critical to organizational financial objectives. Smooth and effective purchasing and procurement systems and greater awareness of market availability means that the organisation can be cost effectively serviced.

Company purchasing systems are required to operate with regularity and to JIT (Just in Time) Basis, emphasizing excellent communications and information resources. All departments are customers and rely on the tools and materials provided to complete their work tasks.

How can the balance of cost, quality and customer satisfaction be successfully achieved in changing economic climates??

This program is designed to address the day- to- day problems of the purchasing manager and provide the tools to optimize his capabilities and customer services.

Course Learning Objectives:

This five day program is designed to provide the delegates with:

A comprehensive study of purchasing procedures, within the business environment and the expected efficiency in purchasing systems. The program also covers liaising with departmental managers for organizational needs and negotiating with vendors and securing the best win-win deal. International terms and jargon is also explained.

Dailey Course Contents:

Day One:

- **Introduction - Organizational Needs Specialization**
- Internal Customer Services
- External Vendors
- Agency

- Supplier Expectations
- Department Turnovers
- Measuring
- Monitoring
- Data Information

- **Make or Buy Decisions**

- Cost Considerations
- Analysis Process
- Cost Effective Decisions
- Quality Decisions

Day Two:

- **Organization Communications & Liaison**

- Standard forms
- Product Information
- Manuals
- Specifications
- Meeting to Decide

- **Risk Management**

- Loss Controls
- Shrinkage

- **Business to Business Buying**

Day Three:

- **Purchasing & Procurement Acquisitions**

- Techniques
- Systems
- Blanket Orders
- Bulk Buying
- Advantages
- Disadvantages

- **Buying agreements**

- **Tenders & Tendering**

- Procedures
- Bidding
- Auctions
- Transportation Services

- Purchase
- Hiring
- Leasing

Day Four:

- **International Terms Explained**
 - FOB terms
 - C & F Terms
 - CIF Terms
- **Purchase & Procurement Management**
 - Planning Methods
 - Coordination
 - Forecasting
 - Basic steps
- **The use of PERT in Quality Purchasing**

Day Five:

- **Legal Overview of Purchasing**
 - Basics of Contract law
 - International Aspects
 - Internet Purchases
 - Agencies
- **Negotiation**
 - Art & Science
 - Negotiation Distinct from Bidding
 - Negotiations strategy.
 - Win - Win Situations
- **Case Studies and Discussions Scenarios**
- **Course Summary and Analysis**

Program Support:

This program is supported, where appropriate, by videos, case studies, role-play, interactive practical activity and discussions to maximize the participant's involvement and learning potential.

Who Should Attend:



Purchasing Department personnel from all other materials management functions who need to understand the purchasing function and customer service concepts.

Effective Procurement & Logistics Management

Course Background:

As scarce resources through the ebb and flow of market changes become more accountable, then the Purchasing Managers involvement become more critical to organizational financial objectives. Smooth and effective purchasing and logistical systems and greater awareness of market availability means that the organisation can be cost effectively serviced.

Company purchasing systems are required to operate with regularity and to JIT (Just in Time) Basis, emphasizing excellent communications and information resources. All departments are customers and rely on the tools and materials provided to complete their work tasks.

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This five day program is designed to provide the delegates with:

A comprehensive study of purchasing and logistical procedures, within the business environment and the expected efficiency in purchasing systems.

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Who Should Attend:



Purchasing Department personnel from all other materials management functions who need to understand the purchasing function and customer service concepts.

Daily Course Contents:

Day One:

- **Introduction - Organizational Needs Specialization**
 - Internal Customer Services
 - External Vendors
 - Agency
 - Supplier Expectations
 - Department Turnovers
 - Measuring
 - Monitoring
 - Data Information

- **Make or Buy Decisions**
 - Cost Considerations
 - Analysis Process
 - Cost Effective Decisions
 - Quality Decisions

- **Organization Communications & Liaison**
 - Standard forms
 - Product Information
 - Manuals
 - Specifications
 - Meeting to Decide

- **Risk Management**
 - Loss Controls
 - Shrinkage

Day Two:

- **Purchasing & Acquisitions**
 - Techniques
 - Systems
 - Blanket Orders

- Bulk Buying
- Advantages
- Disadvantages

- **Buying agreements**
- **Business to Business Buying**

- **Tenders & Tendering**
- Procedures
- Bidding
- Auctions
- Transportation Services
- Purchase
- Hiring
- Leasing

Day Three:

- **International Terms Explained**
- FOB terms
- C & F Terms
- CIF Terms

- **Purchase Management**
- Planning Methods
- Coordination
- Forecasting
- Basic steps

- **The use of PERT in Quality Purchasing**

- **Legal Overview of Purchasing**
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- Agencies

- **Negotiation**
- Art & Science
- Negotiation Distinct from Bidding
- Negotiations strategy.
- Win - Win Situations

Day Four:

- **Introduction to and development of logistics**
 - Customer Services: expectations, quality service design
 - Management controls: budgeting, forecasting and personnel management
 - Materials: types, evaluation, handling and positioning, perishables
 - Distribution Network: planning, implementation and maintenance
- **Communications & Controls**
 - meetings
 - reports
 - controls
- **Computerized and automated systems: type of systems, benefits and uses**

Day Five:

- **Focusing on Supply Chain Processes:**
- **Time compression and quick response**
 - Efficient consumer response (ECR)
 - Remember to delight the customer
 - Supply Chain Mission Statement
 - Management by Objectives
 - Staff Development
 - Leadership
 - Teams
- **Employee Involvement**
 - Improvement
 - Opportunity
 - Authority
 - Empowerment
 - Electronic Procurement

- Case Studies & Group Exercises
- Group Discussions
- Course Review
- Course Evaluation
- Course Summary

Effective Procurement and Logistics (In the Oil & Gas Industry)

Seminar Description:

In competitive Oil & Gas markets of the Gulf Community Countries, companies have recognised the necessity to maintain high levels of customer service and provision to their clients.

Globally, companies are changing their focus in this area and seeking to improve their supply chain management, there is an increasing awareness of modern tools and techniques and how these could be applied in their organizations.

Too often the problem of inventory control is attacked at the wrong level.

Companies worried about downtime and customer satisfaction, over stock Oil & Gas equipments and products causing huge amounts of capital to be tied up instead of working for the company to add to the bottom-line.

New and advanced systems and methods being developed will help to alleviate this problem freeing up vast amounts of cash and greater cash flow management resources.

This course includes plenty of case studies and discussion sessions allowing the opportunity to present your concerns and questions in an interactive format.

Seminar Duration: Five Days

Learning Objectives:

You will discover:

- Practical techniques for oil & gas equipment inventory management
- How to control inventory in a long logistical supply chain
- How to utilise supply chain mapping
- Various supply chain designs

- Types of logistic information systems

Who Should Attend:

Purchasing, Stores, Inventory personnel involved in the development of a strategic Supply Chain to meet the demands of a competitive industry.

Seminar Daily Contents:

First Days

Supply Chain Objectives and Issues

Logistics and Supply Chain Concept:

- **Define the Supply Chain in the Oil & Gas Industry**
- Competitive advantage through supply chain management
- Adopting appropriate strategies

Forecasting and Inventory Management

- ***Types of Inventory systems for***
- Holding Costs
- Inventory Hiding Problems

Practical Techniques for Inventory:

- Forecasting
- Cycle inventory and safety stocks
- Beyond EOQ
- JIT – Value Added and Waste Elimination
- Pareto analysis

Long Supply Chains

Inventory Control in Long Supply Chains:

- **Simulation of multi-link supply chain**
- Information needs
- Planning requirements
- Problem solving tools

Second Day

Total Quality Management

- **Outline of TQM**
- What is quality
- Quality from the purchasers perspective
- Quality from the producers perspective
- What cost quality
- TQM throughout the company

Supply Chain Mapping:

- **Vertical and horizontal mapping**
- Value added activities
- Understanding the underlying supply chain processes
- **Benchmarking the Activity**

Suppliers in the Supply Chain

Procurement in the Supply Chain:

- **A strategy for Suppliers**
- Segmentation
- Origins of Lean Supply

Bose Case Study:

- **Group presentations**
- Case Study de-brief
- Bose Video

Third day

Supply Chain Design and Management

Supply Chain Design:

- **End to end supply chain costing**
- Facility location

- Logistics process design

Logistics Information Systems:

- **Local Systems**
- Global Systems
- Hardware/Software issues

Case Studies in Supply Chain Development:

- **Procter and Gamble feedback and de-brief**
- Ciba-Geigy – implications and manufacturing
- Du-Pont – centralization and role of third parties

Managing Variety:

- **Problems of variety**
- Postponement techniques
- Role of third parties

Supply Chain Re-Engineering and Implementation Skills

- Simplify the process
- **The use of information technology**
- When to do it

Fourth Day

Focusing on Supply Chain Processes:

- **Time compression and quick response**
- Efficient consumer response (ECR)
- Remember to delight the customer

Personnel Input

- Supply Chain Mission Statement
- Management by Objectives
- Staff Development
- Leadership
- Teams

Fifth Day

Employee Involvement

- Improvement
- Opportunity
- Authority
- Empowerment
- Electronic Procurement

Implementing Change and Future Developments:

- Barriers to Change
- Implementation Skills
- Implications for Middle East – Discussion Groups

- **Seminar Evaluation and Summary**

Effective Purchasing Management

Course Background:

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- **Make or Buy Decisions**

- Cost Considerations
- Analysis Process
- Cost Effective Decisions
- Quality Decisions

Day Two:

- **Organization Communications & Liaison**

- Standard forms
- Product Information
- Manuals
- Specifications
- Meeting to Decide

- **Risk Management**

- Loss Controls
- Shrinkage

- **Business to Business Buying**

Day Three:

- **Purchasing & Acquisitions**

- Techniques
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- Advantages
- Disadvantages

- **Buying agreements**

- **Tenders & Tendering**

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- Hiring
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- **Course Summary and Analysis**

Program Support:

This program is supported, where appropriate, by videos, case studies, role-play, interactive practical activity and discussions to maximize the participant's involvement and learning potential.

Who Should Attend:

Purchasing Department personnel from all other materials management functions who need to understand the purchasing function and customer service concepts.

Inventory & Material Control and Planning

Course Introduction:

Good inventory and stock control systems ensure that the materials and stock control specialists are providing the right service to internal and external customers and clients. The cost of 'Dead Stock' that does not move and is a cost burden needs to be assessed on a regular basis. Planning turnover and fast moving items has to be carefully managed and consistent supply maintained.

The control and accounting of stock and materials in a systematic and logical order ensure easier location and less time during service times and especially during auditing. The 'Just in Time' Philosophy also sets to mode for the need for effective systems and maximum utility of materials resources.

How can efficiency in stock control and materials systems be achieved and the most effective service be also achieved?

This course is designed to give the participants a greater understanding of the systems involved and will improve their knowledge of how an efficient and cost effective Inventory systems and how they can be organised.

Course Duration: A five-day program

Course Contents:

- Introduction to good Inventory systems including examples
- The cost effective and efficient Warehouse
- Just in Time (JIT) Philosophy
- Coding of Materials: Reasons for coding systems, Storehouse location
- Requirements, Advantages of coding materials and maintenance of systems
- Methods of coding, Manual coding systems, Automated coding systems
- Prevention of duplication, Identification of suitable codes specific to equipment's, working documents, Document construction, simplification and maintenance

- ABC Analysis: Introduction to ABC analysis, Statistical tools to give accurate analysis, Identify each area 'A' 'B' or 'C'
- Categories value and usage, The importance of ABC code or similar related system Setting up and maintenance of an ABC, ABC related to computerized systems
- Location Systems: Define the benefits of an automated location system,
- Finding the best system for each task, Fixed random life F. F. O. valuable,
- Understanding of correct usage of location systems, Monitoring, Labelling and correct identification
- Inventory Control Management: Benefits, Control of large stocks
- Stock control: Stock accounting, Stock taking methods,
- Stocktaking and auditing - annual and periodical
- Distribution of capital items - V & A
- Control and responsibility of specialist and technical items
- Re-Order Levels and Lead Time Analysis, Defining re-order levels
- Purchase Programs based on lead times or E.Q.R's, Shelf life related
- purchases end of prime equipment support, Lead-time factors
- Evaluation of Required Systems
- Determination of the suitability of existing or proposed systems
- Evaluation of the requirement against the existing system
- Types of Stock Movement to / from Stores Warehouse, Understanding stock movement and restrictions,
- Control of Equipment whilst in transit, carriage from seaport, contractor or to client Responsibility, handling, security e.t.c.
- Economical Quantity Requirement (E.Q.R's), E.Q.R involvement, meanings and considered, variables, Lead times,
- Cost availability, Shelf Life and Obsolescence,
- Leasing capital items and specialist tools, Resale of excess or over purchased stock, Make or buy decisions, Scrap considerations, value and usage, Cannibalization and maximum utility of scrap
- Evaluation of stock Deterioration, Obsolescence,
- Life expiration and Storage cost's
- Utility of space available and how to benefit from different types of storage methods, Usage of correct ground support equipment
- Storage & Control of Hazardous Materials
- Quality Control of equipment's and materials during storage and movement
- Preparing for Audits
- Stores procedures - Formulation and maintenance
- Introduction to basic warehousing layouts and requirement's
- Racking and Stack facilities, Automated environment's
- Safety implications, Lighting and Heating considerations
- Discussion periods,
- Case studies and scenarios
- Course Evaluation and Summary

Who Should Attend:

Stores and Warehousing Managers, Supervisors Inventory and Stock control personnel.

Inventory & Materials Stock Control

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Good inventory and stock control systems ensure that the materials and stock control specialists are providing the right service to internal and external customers and clients. The cost of 'Dead Stock' that does not move and is a cost burden needs to be assessed on a regular basis. Planning turnover and fast moving items has to be carefully managed and consistent supply maintained.

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This course is designed to give the participants a greater understanding of the systems involved and will improve their knowledge of how an efficient and cost effective Inventory systems and how they can be organised.

Course Duration: A four-day program

Who Should Attend:

Stores and Warehousing Managers, Supervisors Inventory and Stock control personnel.

Course support & Methodology:

The course is supported by plenty of exercises, group discussions and case studies to help the students understanding.

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Day One:

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- Life expiration and Storage cost's

Day Four:

- Utility of space available and how to benefit from different types of storage methods, Usage of correct ground support equipment
- Storage & Control of Hazardous Materials
- Quality Control of equipment's and materials during storage and movement
- Preparing for Audits
- Racking and Stack facilities, Automated environment's
- **Discussion periods,**
- **Case studies and group exercises**
- **Course Evaluation and Summary**

