



# FMM Institute *(Centre for Professional Development)*

Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur

Tel: 03-62867200 Fax: 03-62776712 E-mail: [nora@fmm.org.my](mailto:nora@fmm.org.my) / [norsyamira@fmm.org.my](mailto:norsyamira@fmm.org.my)

## Remote Online Training (MC) FMM CERTIFICATE IN PROCUREMENT AND INVENTORY MANAGEMENT

15 CPD Hours  
awarded by  
MBOT

This programme enables participants to understand the roles and functions of purchasing/procurement and inventory management in order to maximise profit and productivity. Participants will be equipped with the ability to find the right supplies at the best prices without sacrificing quality and service.



### COURSE OBJECTIVES

- Understand the functions of purchasing and purchasing support tools
- Examine the various elements involved in making purchasing decisions
- Apply negotiation techniques in effectively executing the task of getting the best deal in purchasing of materials and services
- Develop skills in inventory management

### WHO SHOULD ATTEND

This course is specially designed for executives, officers, assistants and clerks who are involved in areas of Procurement and / or Inventory Management. It is also suitable for those who are planning to venture into this field of specialisation.

### COURSE STRUCTURE

Live Webinar session : 5 days (7 hours / day)  
Self-Learning : 5 hours  
(Pre & Post Test and Assignment)

### ADMINISTRATIVE DETAILS

Dates: **December 7, 8, 9, 15 & 16, 2022**  
Time: 9.00 am – 5.00 pm  
Venue: Remote Online Training  
Platform: TalentLMS & Zoom

Fees : FMM Member **RM3,180.00 per pax**  
Non Member **RM3,498.00 per pax**  
(Inclusive of 6% service tax)

### AWARD OF CERTIFICATION

Upon successful completion of the course and its coursework, participants will be awarded the **Certificate of Achievement**. Participants who have attended at least 80% of the programme will be awarded a **Certificate of Attendance**.





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## COURSE CONTENTS

Module 1 – Overview of Purchasing, Purchasing Modes and Organisation

Module 2 – Procedures, Documentation and Records

Module 3 – The Economics of Purchasing and Support Tools

Module 4 – Negotiation Techniques, Sourcing and Approaches to Supply

Module 5 – Cost, Prices and Value Analysis

Module 6 – Computer-Based Purchasing Systems and Purchasing Quality

Module 7 – Inventory and Least Total Cost Logistics

*All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7-13 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subjected to cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.*



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 SST Registration No.: W10-1901-32000105

## REGISTRATION FORM

### (MC) FMM CERTIFICATE IN PROCUREMENT AND INVENTORY MANAGEMENT

Date: **December 7, 8, 9, 15 & 16, 2022**

Venue: Remote Online Training

(To be completed in BLOCK LETTERS)

#### A. PERSONAL PARTICULARS

Full Name (Mr/Ms) : \_\_\_\_\_ NRIC No. : \_\_\_\_\_

Designation : \_\_\_\_\_ Name of Company : \_\_\_\_\_

Permanent Address : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_  
 (if different from permanent address)

Tel No. (H) : \_\_\_\_\_ (O) : \_\_\_\_\_ Fax No. : \_\_\_\_\_

E-mail Address : \_\_\_\_\_ H/P No: \_\_\_\_\_

Date of Birth : \_\_\_\_\_ Sex : \_\_\_\_\_ Age : \_\_\_\_\_ Nationality : \_\_\_\_\_ Race : \_\_\_\_\_

#### B. EDUCATIONAL BACKGROUND

Name of School / Institution	Years Attended		Highest Qualification Obtained
	From	To	
Secondary : _____	_____	_____	_____
College / University : _____	_____	_____	_____
Any Special Professional Course : _____	_____	_____	_____

#### C. SPONSORSHIP

Company Sponsored       Self-Sponsored      Please Tick (√)

#### D. SUBMITTED BY (To be filled if sponsored by company)

HRD Corp Claimable       Non-Contributor      Please Tick (√)

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address : \_\_\_\_\_

Tel No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_ E-mail Address : \_\_\_\_\_

FMM Membership No: \_\_\_\_\_ My Corporate Identity No : \_\_\_\_\_

#### E. DECLARATION

**I hereby declare that the information provided is correct and complete.**

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Please fax or mail the registration form to:

Pn Nora Liza / Pn Norsyamira

Tel : 03-62867200 Fax : 03-62776712

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