



FMM Institute (475427-W)

No 1&3, Jalan Kencana Mas 1/1, Tebrau Business Park, 81100 Johor Bahru
Tel No: 07-3577613 Fax: 07-3577617
E-mail: jessica@fmm.org.my / astri@fmm.org.my



HRD CORP Claimable
Courses

FMM Certificate in Procurement & Inventory Management **October 7, 14, 21, 28 & 29, 2022 (5 Days Class) | Online Training**

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 CONTENT

- ◆ 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

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 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 specialization.

COURSE STRUCTURE

Number of Contact Days : 5 Days

Lecture Days: Friday (1st – 4th day) & Saturday (5th day)

Time : 9.00 am – 5.00 pm

Medium : English

For further information, kindly contact:
FMM Institute, Johor Branch
E-mail: jessica@fmm.org.my / astri@fmm.org.my



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TRAINERS ▼

The course leader who will be conducting the course will be an experienced trainer in his field

CERTIFICATION ▼

Minimum requirement of 80% attendance before participants can be considered for the **Certificate of Attendance** issued by FMM Institute

MEDIUM OF INSTRUCTION ▼

Bahasa Melayu and English

REGISTRATION DETAILS ▼

- ❖ Registration is on a first-come-first served basis. **Closing date for registration will be on 23 September 2022.**
- ❖ There will be no refund for cancellation within 6 days prior to the programme. 50% refund for cancellation between 7-13 days. Full refund for cancellation 14 days prior to the programme
- ❖ Cancellation must be in writing.
- ❖ Participants who did not turn-up will be charged full payment
- ❖ However, replacement can be accepted at no additional cost.
- ❖ The FMM Institute reserves the right to cancel or reschedule the above programme and all efforts will be taken to inform participants of the changes.

ADMINISTRATIVE DETAILS ▼

Date: **October 7, 14, 21, 28& 29, 2022 (5 Days)**
 Lecture Days: **Friday (1st day-4th day) & Saturday (5th day)**
 Time: **9.00am – 5.00pm**
 Venue: **Online Training**
 Platform: **ZOOM**
 MYCOID: **475427W_Johor**
 SBL No. : **10001160215**

FEES

FMM Members: **RM 2,544.00** per participant
 Non Members: **RM 3,074.00** per participant

* Fees inclusive Sales & Services Tax at 6%
 ** Course fee Includes Certificate of Attendance

- ❖ E-Payment Details Upon FMM Confirmation prior commencing

FMM INSTITUTE

Maybank Banking Berhad Account No : **501280-05-6601**.

Important :

» Please email or fax us the Remittance Information for verification purpose & RECEIPT .

For further information, kindly contact:

FMM Institute, Johor Branch

E-mail: jessica@fmm.org.my / astri@fmm.org.my

REGISTRATION FROM

Dear Sir,
Please register the following participant(s) for the above programme

- 1 *Name : _____
 *Designation : _____
 *Ic No. : _____
 H/p No. : _____
- 2 *Name : _____
 *Designation : _____
 *Ic No. : _____
 H/p No. : _____

(If space is insufficient, please attach a separate list)

Company Stamping

Submitted by:
 Name : _____
 Designation : _____
 Company : _____
 Address : _____

Tel & Fax : (T) _____ (F) _____
 Email : _____

- We will be claim under SBL-Khas Scheme and full payment would be made to FMM Institute in the event that no disbursement from HRDF under any circumstances
- We will NOT BE CLAIMING Under SBL-Khas Scheme. Please provide the Invoice.
- Self-Sponsor