



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 / norsvamira@fmm.org.my

FMM CERTIFICATE IN PROCUREMENT AND INVENTORY MANAGEMENT



SBL/SBL-Khas

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.



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.

ADMINISTRATIVE DETAILS

Dates : **Jan 16, 17, 23, Feb 6 & 7, 2021**
Time : 9.00 am – 5.00 pm
Venue : **FMM Institute**
Wisma FMM
No.3, Persiaran Dagang, PJU 9
Bandar Sri Damansara
52200 Kuala Lumpur

Fees : FMM Member **RM3, 312.50 per pax**
Non Member **RM3,975.00 per pax**
(Inclusive of 6% service tax)
(Refreshment and Lunch will be provided)

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

COURSE STRUCTURE

Number of Contact Days: 5 days

Lecture Days : Saturday & Sunday

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**.

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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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



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SST Registration No.: W10-1901-32000105

Private and Confidential
(475427-W)

REGISTRATION FORM

FMM CERTIFICATE IN PROCUREMENT AND INVENTORY MANAGEMENT

Saturday & Sunday Date: Jan 16, 17, 23, Feb 6 & 7, 2021 Venue : FMM Institute, Kuala Lumpur

(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)

HRDF Contributor 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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