



FMM INSTITUTE *(Centre for Professional Development)*

Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur
Tel: 03-62867200 Fax: 03-6277 6712 E-mail: nora@fmm.org.my / norsyamira@fmm.org.my

Industry Certification (INDCERT) FMM Certificate in Procurement, Inventory and Warehouse Management



This programme enables participants to understand the roles and functions of purchasing, procurement and warehouse management in order to maximise profit and productivity. Participants will be equipped with the right supplies at the best process 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, Inventory, Store and Warehouse. It is also suitable for those who are planning to venture into this field of specialisation

COURSE STRUCTURE

Number of Contact days : 11 days
Lecture days : Friday, Saturday & Sunday
Time : 9.00am – 5.00pm

ENTRY REQUIREMENTS

- Minimum MCE/SPM/SPVM education level
- Minimum 2 years working experience

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
- Define warehouse management, and inter-departmental relationships
- Describe the warehouse operation, warehouse storage systems and conventional storage methods
- Plan warehouse improvement programme
- Carry out warehouse measurements and effective stocktaking and facility development
- Organise warehouse in view of manpower management and profitability

ADMINISTRATIVE DETAILS

Date : **Feb 22, 23, Mar 7, 8, 15, 21, 22, Apr 4, 5, 18, 19, 2020**

Venue : **FMM Institute**
2nd Floor, Wisma FMM
No.3, Persiaran Dagang, PJU 9
Bandar Sri Damansara
52200 Kuala Lumpur

Fees :

RM4,447.76 per pax

HRDF Matching Grant:

Scheme: Industry Certification (INDCERT)

- * For HRDF registered employers
- * 50% fee utilising HRDF Pool Fund and 50% claimable from employer's levy
- * Trainee should complete the programme with certification, withdrawal or replacement is not allowed
- * Outcome report is required to ensure training objectives is achieved

(Refreshment and lunch will be provided)



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COURSE CONTENTS

Module 1: Overview of Purchasing, Purchasing Modes and Organisation

- Human needs and wants
- Creation of goods and services
- Function of purchasing
- Purchasing within organisation
- Purchasing strategy and modes
- Purchasing and corporate objectives
- Centralization of purchasing
- Coordination problem and specialization
- Decentralization of purchasing
- Purchasing and its relation to other functions
- Materials management
- Supply, production and distribution
- Physical distribution
- Logistics management

Module 2: Procedures, Documentation and Records

- Importance of procedure
- Purchasing documents, records and manuals
- Elements of a purchasing system
- Purchase order procedures
- Goods receiving
- Partnership sourcing and the role of supplier

Module 3: The Economics of Purchasing and Support Tools

- MRP
- Contract buying
- JIT Manufacturing
- Network analysis for project management (PERT & CPM)
- Web-based buyer-centric procurement systems

Module 4: Negotiation Techniques, Sourcing and Approaches to Supply

- Objectives of negotiation
- When to use negotiation
- Negotiation approaches
- Negotiation content
- Four H's of negotiation
- Negotiation factors
- Negotiation process
- Negotiation in procurement
- Sourcing information
- Evaluating and selecting suppliers
- Supplier criteria
- Sourcing strategy
- Sourcing decisions
- Global procurement
- Manufacturing decisions
- Fixed asset acquisition
- Modes of acquiring property
- Equipment acquisition

Module 5: Cost, Prices and Value Analysis

- Cost, value, utility and price
- Elements of cost
- The economic theory of price
- Pricing and price analysis
- Value analysis/engineering
- Calculating inventory carrying costs
- Inventory positions in the logistic system
- Impact of inventory turnover on inventory carrying costs
- Symptoms of poor inventory management

Module 6: Computer-Based Purchasing Systems and Purchasing Quality

- Use the computers
- What is an information system?
- Elements of a computer-based purchasing information system
- Computer-based purchasing procedures
- Essentials features of a purchasing system
- Electronic Data Interchange (EDI)
- Impact of information technology on purchasing
- ABC Analysis
- Forecasting
- Performance measures
- Rejection and acceptance of goods-product quality
- Continuous improvement

Module 7: Inventory and Least Total Cost of Logistics

- Inventory carrying goods
- Calculating inventory carrying costs
- Inventory positions in the logistic system
- Impact of inventory turnover on inventory carrying costs
- Symptoms of poor inventory management

Module 8: Introduction to Warehouse Management and Warehouse Operations

- What is warehouse?
- Types of materials held in stock
- The relationship between the warehouse and other departments
- Warehouse management – duties and responsibilities
- The six functions –RISIPI
- Receiving
- Inspection
- Storage
- Issuing
- Picking
- Inventory taking
- Conventional storage methods
- Self-audit of warehouse operations checklist

Module 9: Packing and Picking Operations

- What is packing?
- Optimal distribution packaging
- Packaging cost trade-off with other logistics functions
- Packaging categories
- Unit load stabilization
- Damage and cost reduction
- Packages and containers
- Order picking operations
- Quality control
- Standardization

Module 10: Warehouse Measurement Techniques

- Quality and productivity measurements
- Role of measurement in the improvement process
- Families of measures
- Productivity measures and improvement
- Process effective measurement
- Measurement system design and activity

Module 11: Warehouse Improvement and Effective Stocktaking

- Activity: Design of a warehouse improvement programme
- Questionnaire (including cube utilization, technology, reduction of item handling, improvements in packaging and process flow)
- Productivity improvements in manual picking
- Purpose and benefits of stocktaking
- Types of stocktaking
- Organization of stocktaking
- Documentation
- Stock verification and discrepancies

Module 12: Development of Facility and Warehouse

- Public vs private warehousing
- Size and number of warehouse
- Location analysis
- Warehouse layout and design
- Activity-based costing
- Levels of sophistication in warehouse accounting and control
- Warehouse accounting and the stock take



REGISTRATION FORM

FMM Certificate in Procurement, Inventory and Warehouse Management (INDCERT)

Sat & Sun, Date: Feb 22, 23, Mar 7, 8, 15, 21, 22, Apr 4, 5, 18, 19, 2020 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. SUBMITTED BY (To be filled if sponsored by company)

Name : _____ Designation : _____

Company Name: _____

Company Address : _____

Tel No. : _____ Fax No. : _____ E-mail Address : _____

FMM Membership No: _____ My Corporate Identity No: _____

Company Stamp:

D. DECLARATION

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

Signature of Participant: _____ Date: _____

Please fax or mail the registration form to:

Nora / Norsyamira Tel : 03-62867200 Fax : 03-62776712
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