



DEVELOPING EFFECTIVE PURCHASING ASSISTANTS / CLERKS

1 August 8 & 9, 2022 (Monday & Tuesday)

8.45 am – 5.00 pm **Remote Online Learning via Zoom**

In this course, participants will learn the basics of procurement, including what a supply chain looks like, the purchasing cycle, essential tools and strategies for making the best purchasing relationships work, managing bids and more.

Purchasing and procurement functions are about much more than bringing goods and services into an organization. They are the foundation of strong, collaborative relationships with suppliers. Since many companies' source products from around the globe more frequently than ever, a procurement manager needs strong capabilities. These skills cannot just be learned on the job: they need to be taught. As well, the value of procurement is now recognized as an integral part of cost control within the organization.



.... OBJECTIVES....

- Empower to have clear and effective purchasing policies and guidance
 - Enable to have clear structures, roles, accountabilities and responsibilities
 - Enable to attain an appropriate level knowledge of according to job roles
- Allocating areas of 'specialism' and professionalism to individual members of staff and agreeing a training and development program for each area

.... LEARNING OUTCOMES

- Working with management to develop purchasing documents (e.g. ITT templates and T&C's).
- Basic understanding of regulations, internal policies and procedures, to educate the wider business areas (helpdesk support) and adopt commercial best practice.
- Supporting development of consistent purchasing processes and procedures.
- Having strong customer focus, commercial acumen and a proactive approach striving to meet the demands of customers in a timely manner.
- Working with internal and external clients to facilitate a wide range of purchasing processes.

.... TRAINER....

MR SHRI SHANMUGANATHAN A/L P. PANCHNATHAN, who is a HRDF accredited corporate trainer, commenced his career in Corporate organization to non-Government organization and has since developed over 20 training programmes for the local needs. He has trained a number of prominent companies such as Boustead Heavy Industry, Sarawak Energy, Lafarge, FELCRA, Petronas and much more. He has an undergraduate degree from the Chartered Institute of Logistics Transport, U.K (CILT-UK), and a Masters Degree from International University and is currently pursuing his DBA. Prior to becoming a full-time trainer in 2004, he served as various positions in corporate companies, government subsidies link and International nonprofit organization. He started his carrier from a buyer with the corporate industry when thru the ladder of progress where his last position was a consultant with a trading house.

MR SHRI SHAN has over 20 years of Procurement and Purchasing, Logistics, Warehouse and Inventory, and Supply Chain Management experience, involving domestic and international activities, for a broad range of manufacturing and service businesses. He has extensive experience in training in the area of Purchasing and Supply Management, Logistics Operations, Warehouse Operations, the management of procurement functions, Supply Chain Management, global sourcing of materials and components, reducing cost of purchased materials and services, and negotiation of complex transactions and contracts. He has given presentations on numerous Supply Chain Management topics and other related topics to the International Federation Purchasing and Supply Management (IFPSM), major universities, and numerous in-house seminars for industrial & services clients in the Malaysia. He was selected to present seminars at the AFRO-ASIAN' Entrepreneurs' Program International Conferences and Asian World Summit's Supply Chain & Logistics Excellence and Shan was selected as IFPSM's Senior Consultant.

.... TRAINING

METHODOLOGY....

This program places heavy emphasis on experimental learning and delivered through Lecture, Role Play, Practical Exercise, Case Studies, Video Presentation, Training Games and etc.

.... WHO SHOULD ATTEND....

- This program would be a great benefit to Buyer, Procurement/Purchasing & Materials Executives and Supervisors, Purchasing Clerks, Production Planning Executives, Store Executives, Inventory Control Executives
- Logistics, Customer Service, Administration, Finance Managers/Executives/Officers/Supervisors/ Team Leaders Shipping clerks and Clerical staff
- Junior and managerial staff involved sales and marketing, freight forwarding, banking, shipping, export and import documentation

.... COURSE CONTENTS....

MODULE 1 - PURCHASING BASICS

- Definitions of Purchasing and Procurement
 - Purchasing and procurement functions are about much more than bringing goods and services into an organization. They are the foundation of strong, collaborative relationships with suppliers.
 - Since many companies source products from around the globe more frequently than ever, a procurement manager needs strong capabilities.
 - These skills cannot just be learned on the job: they need to be taught. As well, the value of procurement is now recognized as an integral part of cost control within the organization

MODULE 2 - THE ROLE OF PURCHASING

- Understanding the customer's needs and outcomes
 - A company's purchasing department plays an important role in supply chain management decisions.
 - Purchasing is typically responsible for selecting suppliers, negotiating and administering long-term contracts, monitoring supplier performance, placing orders to suppliers, developing a responsive supplier base, and maintaining good supplier relations.
 - Since material costs may represent at least 50–60 percent of the cost of goods sold, purchasing significantly affects profitability. Moreover, changes in product cost structure, with materials comprising the bulk of the cost of goods sold, have elevated the role of purchasing in many organizations.

MODULE 3 - THE PROCUREMENT CYCLE

- Stages in the Procurement Process
 - In order for a company to work effectively, the management must understand the process in which products and services are obtained.
 - The procurement cycle describes the step-by-step process used for identifying the requirement for the company to retrieve the product or contract. Both public and corporate funds must be managed responsibly when going through this cycle.
 - The procurement cycle is an important process to follow as it ensures management successfully meets their set goals.

MODULE 4 - NEGOTIATION SKILLS AND STRATEGIC

- Defining the Negotiation Objectives
 - Negotiation is a technique of discussing issues among one selves and reaching to a conclusion benefiting all involved in the discussion. It is one of the most effective ways to avoid conflicts and tensions.
 - When individuals do not agree with each other, they sit together, discuss issues on an open forum, negotiate with each other and

come to an alternative which satisfies all. In a layman's language it is also termed as bargaining.

MODULE 5 - SUPPLIER SELECTION

- Evaluating suppliers
 - Supplier selection is increasingly becoming the primary value driver in the procurement process: the success of your procurement cycle depends on the success of your procurement decisions.
 - It's a process that requires great insight, analysis, and knowledge. But it's not uncommon for procurement teams to have their attention split and for the focus on supplier selection to take a backseat.

MODULE 6 - AN INTRODUCTION TO CONTRACT TERMS AND CONDITIONS

- Understanding Contract Management Principles
 - Such terms and conditions will identify the rights and responsibilities of both parties. This can include general and special conditions.
 - A general condition is one that is common and included in most contracts. Special conditions are those that are specific to that contract, i.e., payment, price variation, penalties, etc. Be mindful that when someone refers to the terms and conditions, he is not referring to the overall contract. Instead, he is referring to certain legal terms within the contract or some type of non-negotiable contract document.
 - When someone is referring to an actual contract, he isn't referring to such terms and conditions identified therein. He is instead referring to the overall contract or legal relationship between the parties entering into the legally binding agreement.

MODULE 7: DOCUMENT MANAGEMENT

- Identifying types of documents
 - Procurement must be clearly documented throughout each step of the process and documents filed for audit purposes.
 - The internal audit department is responsible for conducting procurement reviews to find out that emergency policies and procedures are correctly interpreted and implemented.

MODULE 8 - BRINGING IT ALL BACK HOME BEST PRACTICE

- Value for money outcomes
 - As with any business process, there are a set of best practices that should be adopted to maintain business excellence and improve productivity, and the same applies to a company's procurement process.
 - Procurement best practices are designed to be cost-effective and capable of boosting a company's revenues, and efficient procurement processes make up a big part of a company's procurement policy

For further details, please contact Ms Nicole / Ms Divya / Pn Eda / Ms Harvindar

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.... COURSE DETAILS....

Date **August 8 & 9, 2022 (Monday & Tuesday)**
Time **8.45am - 5.00pm**
Platform **Remote Online Learning via Zoom**
Medium of Instruction **English**
CPD: **14 hours**
Fees **Members RM689.00/pax**
Non-Members RM848.00/pax
(Fees inclusive of Service Tax at 6%, Downloadable Course Materials and Certificate of Attendance)

- ❖ *Download and install ZOOM app on your laptop/desktop before the programme*
- ❖ *Good Internet / Wi-Fi connectivity*
- ❖ *Access Links will be provided upon confirmation of the programme*

.... ADMINISTRATIVE DETAILS....

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak**
- MyCoID : **475427W_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on **First-Come-First served** basis.

PAYMENT

- **Cheques** made in favour of **"FMM Institute"** should be forwarded to FMM Institute Perak.
- For **SBL-KHAS Scheme**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**

CANCELLATION

- Must be in **Writing with Reasons**
- **7 days** before the course – **No payment charged**
- **3 – 6 days** before the course - **50% payment charged**
- **< 3 days** before the course – **Full payment charged**
- **Participants who did not turn-up** will be charged **full payment**
- **Replacements** can be accepted at **no additional cost**

~ Registration Form ~

Closing Date: AUGUST 1, 2022

DEVELOPING EFFECTIVE PURCHASING ASSISTANTS / CLERKS

FMM Institute
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

1.	Name	Designation
		HP No
	NRIC	Email
2.	Name	Designation
		HP No
	NRIC	Email
3.	Name	Designation
		HP No
	NRIC	Email

(Please attach a separate list if space is insufficient)

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

- We **will be claiming under SBL-Khas Scheme** and full payment would made to FMM Institute in the event that no disbursement from HRDF under any circumstances
- We will **NOT BE CLAIMING under SBL-Khas Scheme**. Enclosed cheque/bank draft No _____ for RM _____ being payment for ___ participant(s) made in favour of the **"FMM Institute"**.

Submitted by:

Name:	Designation:	
Company:	Tel:	Fax:
Address:		
Email:	FMM Membership No	