

PUT YOURSELF INTO A POSITION OF INFLUENCE

The corporate procurement framework is integral to the effective working of an organization. It governs how managers acquire goods and services; it informs relationships with partners and outside suppliers and is one of the principal means of achieving efficiency savings. Procurement has such a high level of influence because it crosses departmental boundaries and infiltrates all aspects of purchasing from basic stationery to complex requirements



Purchasing & Negotiation deadlocks can derail your procurement strategy plans costing you time and money. The **ESSENTIAL OF PURCHASING STRATEGY & NEGOTIATION SKILLS WORKSHOP** provides you with the skills to avoid or defuse such a situation.

Essentials Of PURCHASING STRATEGY & NEGOTIATION SKILLS

OBJECTIVES

The program aim to introduce key concepts, tools and practices of purchasing strategy and developing purchasing skills.

- The program demonstrates the importance of Purchasing and its policy.
- Understand the purchasing process and the role of Information Technology in Purchasing.
- Demonstrate the understanding of the purchasing's responsibility for quality, vendor rating and appraisal and discusses the price / Cost analysis and how to negotiate.

COURSE CONTENTS

DEFINITION OF PURCHASING AND THE ROLE OF PURCHASING

- Purchasing in the Organization
- Operations Strategies
- Financial Strategies
- Marketing Strategies
- Importance of Purchasing, Profitability and added value
- The evolution of Purchasing

THE CASE FOR CHANGE

- The Developing of Sourcing
- Case Study

IMPORTANCE OF PURCHASING

- Profit impact
- Purchasing Objectives
- Purchasing Authority
- Departmental Relationship
- What do Customers Expect from You?

February

2012

20 & 21 February 2012 (Mon & Tues) **TIME** 9am - 5pm **VENUE** Eastin Hotel, Petaling Jaya

THE PURCHASING POLICY

- Importance of Policies & Procedures
- Rules & Instructions

THE PURCHASING PROCESS

- Purchase Cycle & Invoices
- Ordering
- Routine Follow up
- Receiving and Inspecting

INFORMATION TECHNOLOGY IN PURCHASING

- Need for Computers and software
- Electronic Data Exchange (EDI)

PURCHASING RESPONSIBILITY FOR QUALITY

- Quality, Price & Cost
- Who Defines Quality
- Specifications
- Standardization / Specializations
- Quality Inspection

SUPPLIER SOURCING AND EVALUATION

- Source Selection
- Sourcing Alternatives
- Number of Suppliers
- Qualified Supplier Lists

VENDOR RATING & APPRAISAL

- Developing Sources of Supply
- Supplier Evaluation
- Rating

WHEN TO ORDER AND REORDER IN INVENTORY CONTROL

- Fixed Order Quantity System
- What is Fixed Order Point (Trigger Point)
- Economic Order Quantity in Value (EOQ)
- Economic Order Quantity in Units (EOQ)

PRICE / COST ANALYSIS

- Elements of value
- Who determines the Price?
- Negotiated price
- Price analysis
- Discounts

TYPES OF PAYMENT AND INCO TERMS

- Letter of Credit
- EX-WORK
- FOB & CIF
- DDUP & DDP

NEGOTIATIONS

- What is negotiation and elements of Negotiations?
- Negotiation Objectives
- Negotiating Techniques
- Negotiators Guide to preparation
- Six Basic Steps of Negotiation
- Three approaches to Negotiation
- Golden Rules that lead to Win? Win Situation
- Seven Critical Mistakes of Negotiation

TRAINER'S PROFILE

Mr. Robert Siva obtained his professional education in Management and Logistics Management and Operations in UK and holds an MBA in Business Administration majoring in Logistics Management and Administration. He holds other Certifications which include Purchasing, Logistics and Human Resources. He has also been certified as Pegawai Penilaian (PP) under the Majlis Latihan Vokasional Kebangsaan (MLVK).

He has over 22 years of experience in diverse operational and managerial roles in Logistics & Supply Chain and Human Resources Management and Training industry. He has also many years of experience working in various Manufacturing, Trading and Forwarding industries.

Having worked in several multinational organizations over the years, in both field and management roles, he decided to leave his last organization to pursue his passion in the field of human capital development and organizational improvement and progress.

He has been a committee member of the Customs and Transport under the Federation of Malaysian Manufacturers Selangor and have dealt with many Government agencies on matters pertaining to Duty Exemptions (MIDA) & (TREASURY), Asean Preferences (MITI) SIRIM and the Royal Malaysian Customs, Socso, EPF, and Industrial Court.

Robert is a DISC behavioral profiling practitioner as well as a certified PSNB trainer. He has a great passion to help improve the individual as well as the management of people in order to achieve both individual and organization success. He takes pride in motivating employees to change, be creative, to have fun, to have respect for others, resulting in a happier workplace and a more profitable organization.

Register Online

Download Registration Form

COURSE FEES

RM 980.00 per person for 2 days
Includes Lunch, Tea-Breaks,
Course Notes and
Certificate of Completion



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