



PROJACS ACADEMY
by @egis



Mastering Purchasing Process from Specification to Contract Completion

التميز في اعمال الشراء وتحديد المواصفات الى اتمام التعاقد

30 October – 03 November 2023

Dubai / UAE

Objectives

This course enables the Participants to:

- Understand the different levels of procurement decision making
- Understand the different procurement procedures and processes
- Understanding the different assessment tools in selecting suppliers, contract types, agreement terms and performance management.
- Understanding the procurement management best practices

Who Should Attend?

This course is important for managers, supervisors, executives and team leaders in all vocational operation areas within the organization, such as financial sector, production sector and supply chain, purchasing, importation planning sectors. Marketing sector can make profit out of this course when dealing with marketing service providers, packaging, catalogs, gifts and premium products.

Course Outline

Module 1 – Procurement and Purchasing Strategies

1. Supply Chain and Supplier Relationship Management
2. Supply Positioning and Kraljic grid for Purchasing Decision making
3. Supply Chain Vertical Integration – Supply Alliances
4. Managing Supplier Relationship
5. Case study on using Kraljic grid to construct Suppliers portfolio

Module 2 – Sourcing principles

1. Effect and risk of purchasing variability on inventory
2. Purchasing Cycle, Procurement Processes and Procurement Methods
3. Sourcing and Bidding
4. Pareto Analysis and sourcing methodology
5. Strategic Out-Sourcing matrix

Module 3–Principles of Purchasing execution

1. Defining Specifications
2. Supplier Selection criteria
3. Contracting and Contract types

4. Supplier Performance evaluation
5. Procurement Performance and best practices based on SCOR model

Module 4 – Tender Evaluation and Supplier Selection

1. Financial assessment of Payment terms and Shipping terms
2. Techniques of Price Analysis
3. Methods of Projects Cost Analysis
4. Total Cost of Ownership
5. Supplier selection using scoring techniques
6. Incoterms 2010

Module 5 –Contract Management

1. General duties
2. Contract planning
3. Challenges
4. Contract Management team
5. Factors affecting contract management
6. Technical representative responsibility
7. Quality Inspection responsibility
8. Contract Closing and Termination

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation. slides and handouts.
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- | | |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am |
| • Coffee Break | 10.00-10.15 am |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break | 12.15-12.45 pm |
| • Technical Session | 12.45-02.30 pm |
| • Course Ends | 02.30 pm |

Course Fees*

- **3,200 USD**
**VAT is Excluded If Applicable*

الاهداف

سوف يُمكن هذا البرنامج المشتركين من الآتي:

- فهم المستويات المختلفة لاتخاذ قرارات الشراء
- فهم إجراءات وعمليات الشراء المختلفة
- فهم أدوات التقييم المختلفة في اختيار الموردين وأنواع العقود وشروط الاتفاقية وإدارة الأداء.
- فهم أفضل لممارسات إدارة المشتريات

الحضور

هذه الدورة مهمة للمديرين والمشرفين والمديرين التنفيذيين وقادة الفرق في جميع مجالات التشغيل المهني داخل المؤسسة، مثل القطاع المالي وقطاع الإنتاج وسلسلة التوريد والمشتريات وقطاعات تخطيط الاستيراد. يمكن لقطاع التسويق تحقيق أرباح من هذه الدورة عند التعامل مع مقدمي خدمات التسويق والتعبئة والكتالوجات والهدايا والمنتجات المتميزة.