



أكاديمية الزمالة  
العربية البريطانية



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Arab British Academy Fellowship  
A.B.A.F





# Procurement and stores

## Objectives

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- In view of the complementary relationship between the procurement and storage functions and their vital role in reducing costs and improving the organization of institutional work, this program aims to increase the efficiency and effectiveness of employees in purchasing and storage departments.
- Ability to make decisions in all areas of work in the field of logistics.
- Assist in the proper functioning of the work and meet all the requirements of the governing legislation and mechanisms
- Payment and guarantee the subject of local and foreign contracts.
- Familiarity with the procedures of clearance, shipping and insurance of goods.

## Who Should Attend?

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- Contract staff
- Managers
- Counselors
- Professionals responsible for contract execution and contractual claims

## Seminar Outline

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### DAY 1

- Basic concepts in procurement and storage
- The importance of procurement and storage in the organization's integrated planning.
- The impact of purchase and storage costs on the organization's income.
- Procurement and storage policies.
- Centralization and decentralization of procurement and storage.
- Responsibilities and duties of procurement and warehouse workers

### DAY 2

- Procurement planning and warehouse organization
- Sources of supply.



- Factors of trade-offs between suppliers.
- Internal organization of stores.
- Wholesale warehouse and exchange depot.
- Sorting methods.
- Locating the item

### DAY 3

- Procurement and storage methods and procedures
- Types of procurement methods (general tender, limited, practice, direct order).
- Regulation of procurement methods.
- Procedures and models used for procurement and storage.
- Inventory control and evaluation of procurement work.
- Inventory control methods.
- Inventory control reports.
- Inventory monitoring indicators.
- Methods of evaluation and follow-up of procurement.

### DAY 4

- Storage and purchasing problems and methods of solving them
- Stagnant causes and treatment methods.
- Administrative, organizational and material problems and their impact on procurement and warehousing.
- Methods of securing and protecting inventory

### DAY 5

- Logistics Management
- The role of the company's logistics, international trade and customer service.
- Logistics from an international perspective.
- Logistics in the procurement procedures.
- The role of logistics in inventory management and technological information.
- The importance of logistics in monitoring production and avoiding risks.
- Payment mechanisms in international trade "Documentary collections / documentary credits".
- Mechanisms to ensure performance in international trade "letters of guarantee / guarantor letter of credit".



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