



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Preparing contracts in procurement and supply

Objectives

- Introducing participants to the latest concepts of strategic purchasing planning, developing their skills in local and international procurement, providing effective negotiation skills, developing their ability to choose the right buying method, how to complete business correspondence and contracting, and how to choose competent suppliers.

Who Should Attend?

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

Seminar Outline

DAY 1

- The concept of strategic purchasing planning and its importance and the steps required.
- The problems facing the procurement process and the role of the procurement department in characterizing the quality.
- I am buying contracts and how to choose between them.
- Locate the purchased items in the "Supply-Positioning" hierarchy.
- Scientific and practical problems of procurement and Bareto analysis of purchased materials.
- Internal and external procurement list (importance - main sections - simplification - problems)

DAY 2

- Main procurement methods to discuss the feasibility of each:
- Limited Bidding - General Tender - Practice - Direct Order - Negotiations.
- Methods and Purchase Policy: Quality - Quantity - Time - Price.
- Local and international procurement issues, local and external procurement procedures, documentary courses, suppliers' records, follow up of orders, control of documentary credits and follow-up of local and foreign procurement plan.
- Terms and concepts used in international procurement.



- International procurement procedures - Negotiation in international procurement - Methods of payment in international procurement.
- International Purchase Services (Transport - Insurance - Customs Clearance).
- Legislation and regulations governing local and international procurement.

DAY 3

- The art of dealing with suppliers.
- How to analyze resource costs for the right price.
- Evaluate suppliers and develop relationships with them.
- How the buyer can affect the supplier to meet your needs.
- How to choose the right supplier? The impact of choice on the success of the purchase.
- Negotiating skills with suppliers and how to develop your suppliers.
- Indicators and criteria of efficient supplier

DAY 4

- Procurement planning - Material requirements planning MRP - Study and analysis of tenders.
- Determine the economic quantity to buy using the traditional model.
- How do you determine the economic quantity when the supplier offers a discount?
- How to determine the economic quantity in the event of an expected rise in price? And the expected rise in price?
- How do you determine the economic quantity in case the demand is stable? In the case of perishable items?
- Handling of urgent purchase orders: Methods of reducing urgent purchase - Reasons for urgent purchase - Elimination of urgent purchase

DAY 5

- The administrative responsibilities and the location of the procurement and its administrative divisions. The responsibilities of the different organizational units of the procurement and their relationship with the other departments and related parties.
- Behavioral skills of procurement workers.
- Risk management to ensure the provision of requirements.
- Measuring progress in performance.
- Organizational Management of Purchasing Management.
- Address the conflicts that arise between the purchasing department and other departments



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