



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Effective techniques in procurement management

Objectives

- Plan, follow up on procurement and negotiate with suppliers to reduce supply and operating costs.
- Planning, monitoring and protecting inventory to ensure continuity of work and reduce investor in warehouses.
- Eliminating Rawdk to achieve liquidity for the organization

Who Should Attend?

- Purchasing and Contracts Managers
- Heads of Purchasing and Tender Departments
- Directors and members of legal departments
- All administrators who have all or part of their responsibility in the procurement and contract stages
- Candidates or seeking to fill positions in procurement and contracts management
- Cadres or chairmen who are responsible for participating in the procurement process

Seminar Outline

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.
- Procurement and storage methods and procedures

DAY 3

- 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.

DAY 4

- Inventory control methods.
- Inventory control reports.
- Inventory monitoring indicators.
- Methods of evaluation and follow-up of procurement.
- Storage and purchasing problems and methods of solving them

DAY 5

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



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