

# Inventory, Purchasing & Stores Management

## Program Description

The science and practice of Inventory Management has of late; undergone major changes consequent to modern concepts and new trends replacing the old. In face of severe competition, which is faced by almost every industry is subjected to; Optimization of production costs has also become imperative. This is so, because the cost of materials and spares constitute more than 60% of the total production costs.

This seminar will also introduce you to the fundamental concepts and modern techniques of purchasing, tendering and selection of suppliers. You will examine all phases of the purchasing process including negotiations, materials management, sourcing, bidding/tendering, supplier evaluation and selection, and cost containment. To give you "hands-on" experience, the program uses a combination of lectures, case studies, group exercises, and discussion.

After attending this seminar you will understand techniques, have insight into the purchasing and tendering management function.

## Benefits

At the end of the program participants will learn:

- What the purchasing process involves
- What legal and ethical issues may arise in purchasing
- How to select suppliers and manage relationships
- What purchasing role is?
- How to conduct an after purchase performance evaluation and audit

## Who Should Attend

This course is intended for Executives & Supervisors, working in departments, such as Purchase, Stores, Accounts, Planning, Maintenance and Production.

## Training Methodology

The program is highly interactive and is conducted through instructor support, group discussion, role-plays, and practical exercises with delegates practicing the skills they have learned during the program.

## How we achieve the benefits

The participants are encouraged to develop a positive and dynamic learning environment, facilitated by the trainer. **Practical Exercises** will be used extensively to stimulate and to give participants valuable skills and techniques to master the topics.

## Program Outline

### 1. Spares and Inventory Management:

- ◆ Modern trends in Inventory Management,
- ◆ SIM Techniques, ABC, VED, SDE Analysis, EOQ formula, its implications and inventory classifications.
- ◆ Materials planning and forecasting, Standardisation, Variety reduction, codification & specification
- ◆ Lead time and Scheduling, Vendor selection and long-term ARC & AMC for cost control.
- ◆ Receipt, inspection and storage. Testing as per standards
- ◆ Spares planning & forecasting. Types of Spares-Mandatory, OEM, recommended, consumables, insurance items
- ◆ Failure analysis of spares, life cycle and replacement policies, service level for cost-control on working capital.
- ◆ MIS reports for periodic monitoring, obsolete and waste control by condition monitoring
- ◆ Visit to site for INSITU study/evaluation
- ◆ Reverse Engineering
- ◆ Ancillary Development

### 2. Purchase Management:

- ◆ Procurement Policies
- ◆ Forms, Records and Reports
- ◆ Purchase Management Process
- ◆ Buying Techniques
- ◆ The Bidding Process
- ◆ Specialized Purchasing Tools
- ◆ Supplier Pre-Qualification
- ◆ Tendering, Evaluation and Supplier Selection
- ◆ Negotiation
- ◆ Supplier Contract
- ◆ The Purchasing Office
- ◆ Supplier Performance Evaluation
- ◆ Objective Review, and Closing.

**For any further information please contact us at:**

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