

# PROFESSIONAL PURCHASING AND PROCUREMENT SKILLS FOR PURCHASER



## HYBRID TRAINING 10 & 11 June 2026 (Wed & Thu)



Remote Online Training (Zoom) &  
Wyndham Grand Bangsar Kuala Lumpur Hotel (Physical)

\*\* Choose either Zoom OR Physical Session

### OVERVIEW

This program is to bring knowledge on the complete cycle of function a purchaser must handle. If these functions are carried out by purchaser, then the role of a purchaser is complete.

The program leader is a trainer with 32 years of industrial experience in area of procurement and supply chain.

### LEARNING OBJECTIVE / OUTCOMES

By the end of the 2 days interactive session, the learning curve achieve will enable the following:-

1. **UNDERSTAND** the key role of purchasing
2. **IDENTIFY** the key skills and competencies required in order to be an effective purchaser
3. **DEVELOP** action plan to put in place when conducting purchasing function
4. **UNDERSTAND** the key objectives of purchasing
5. **UNDERSTAND** main task to be carry out to ensure successful execution of the purchasing process
6. **UNDERSTAND** the key difference between a purchaser and a procurement function

### WHO MUST ATTEND

This training program is highly recommended for employees involve directly or indirectly in handling purchasing function in the company.

### METHODOLOGY

This training will involve the following area to enhance learning:

- Power point presentation
- Case studies & Brain storming session
- Discussion on subject of learning
- Facilitating by trainer to enhance understanding of subject matter
- Exercise to evaluate participants understanding

**14 Hours ZOOM & PHYSICAL Program**

## COURSE CONTENT

### **Module 1 – The Role of Purchasing versus Procurement**

- Definition of Purchasing versus Procurement
- Role of Purchasing in Operational and Business challenges
- Cycle of Procurement function
- Key Fundamental to Effective and Efficient Procurement
- Definition of Strategic and Tactical
- The Ps , Qs and Rs of Procurement
- Supply chain ethical requirement

### **Module 2 – Sourcing and Suppliers Selection Skills**

- Supplier segmentation
- Type of sourcing strategies
- Total cost of ownership
- Should and Open costing
- Basic tendering and reverse bidding process
- Score card for supplier selection

### **Module 3 – Supplier Management techniques**

- The principle of supplier management
- Supplies management key principles
- Proactive versus Reactive Management
- Cycle of supplier management
- Case study

### **Module 4 – Sustainable Procurement Management**

- ESG
- Quality and Sustainable Audits
- BCP risk management

## COURSE CONTENT

### **Module 5 – Inventory Forecasting and Management system**

- Inventory forecasting method
- Economic order quantity
- Holding cost
- Reorder level and Safety stock
- Consignment and VMI system

### **Module 6 – Delivery Rules and Contract**

- Incoterms, understand point of delivery
- Sales of Good Act, understand the main principle
- Type of documents in delivery contract and which one is most superior
- Type of Purchase order
- Type of Procurement contract

### **Module 7 – Cost Saving techniques**

- Strategies used
- Reporting

### **Module 8 – Negotiation techniques**

- Negotiation model
- Strategies
- Alternatives