

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