

One World, One University



شهادة مدير مشتريات معتمد

Certified Purchasing Manager (cpm)

متوفر
باللغة
العربية



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This Certified Purchasing Manager course provides an in-depth and practical study of the procurement function and its importance in operations and supply chain management. This certification focuses on providing an outline of responsibilities as a purchasing manager for controlling the overall material transfer procedure and the purchasing function. The course also imparts the skills necessary to maintain adequate and timely purchase of materials





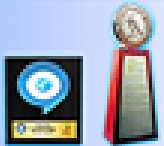
- ❖ **Aims:**
- ❖ **At the end of the course, participants should be able to:**
 - Define the important institutional role of the procurement department
 - Use appropriate negotiation techniques with suppliers
 - Evaluate the overall performance of the Procurement Department
 - How to choose the best suppliers for the procurement process
 - Apply the latest innovative techniques in procurement management
- ❖ **Certificate contents**
- ❖ **Part I: Material Management**
 - Clarifies the concept of materials management.
 - Clarifies the main and minor objectives of materials management.
 - Clarifies the tasks of materials management such as schedule of material planning, inventory control, procurement, stores, warehouse management ... etc.
 - Explains the operational aspects of materials management.
 - Describes the steps involved in the material management function in the organization





- Clarifies the need, scope, and functions of integrated materials management.
- Describes the advantages of integrated materials management.
- ❖ **Part II: Material Planning**
 - Demonstrates the need for physical planning.
 - Explains the internal and external factors that influence material planning.
 - Demonstrates material planning tools such as technological bill of materials and technology analysis of past consumption.
 - Clarifies principles and procedures used in materials planning.
 - Demonstrates the process involved in planning materials.
 - It explains the basic concepts of MRP such as demand, lead times, MRP inputs, production master schedule... etc





❖ . Part III: Balancing the materials

- Explains the basic concepts and techniques involved in drawing materials budget.
- It clarifies the factors that govern the material budget, such as the previous consumption rate, the investment pattern, etc.

❖ Part IV: classification, specifications, and codification of materials

- Explains the material classification process for miscellaneous decrement.
- Explains the process of classification of materials based on value analysis.
- Explains the basic concepts of blogging.
- Explains the advantages and disadvantages of blogging
- Describes the notation system such as the arbitrary system, the alphabetical system, the numerical system, the decimal system





- . Demonstrates the process of marking stores and the process of maintaining alphabetical storage.
- The classification is interpreted according to the notation.
- It clarifies the objectives and scope of the specifications.
- Clarifies the advantages and scope of specifications.
- It clarifies different levels of standards such as individual, company, or industry, national and international standards.
- The concept of diversified decrement illustrates the steps involved in the varied control and the different areas for varied decrement





❖ . Part V: Handling of Materials

- It clarifies the importance and objectives of dealing with materials
- It shows the cost when handling materials.
- Clarifies the methods and practices involved in handling materials
- Explains methods of handling materials.
- It explains types of materials, handling stages, unloading methods, and loading process.
- Describes the various equipment handling materials and equipment selection procedures
- Explains the basic concepts of containment, types of containers and basic problems.
- Explains the process of handling surplus and obsolete materials.
- It describes materials collection techniques and disposal strategy.
- Explains a process to reduce damages and misappropriation losses.
- Explains the material handling cost analysis process that involves checking ratios of materials being handled, direct labor, loss handling, and manufacturing cycle efficiency etc.



Part VI: Management of stores and warehouses

- Clarifies the different functions of stores and the objectives of warehouse management.
- Clarifies the relationship between stores and other departments
- Explain the different types of stores
- Clarifies the different functions of stores and the items needed to organize stores.
- Explains the different types of warehouse planning, types of warehouse construction, and storage methods classification.
- Explains the need, purpose and procedures for physical verification of inventory.
- Clarifies procedures for assessing material issues.
- It explains the various factors that affect the success of stock keeping, such as status, planning, management, verification, etc.
- Clarifies the objectives of the warehouse management system (WMS).





- Explains principles involved in the warehousing process such as design standards, technological handling and storage plans.
- Describes integrated storage strategies.
- Describes the steps followed to distribute the inventory such as site selection, taking into account product mix, material handling system, etc.
- Describes the process of designing a layout of the warehouse according to product degradation and protection from misappropriation.
- Clarifies the objectives and types of automatic storage.
- Describes the precondition for handling articles automatically.
- Describes the various schemes for automatic storage





❖ Part VII: Stock Management

- Explains different types of inventory depending on the type of material, supply and demand
- It explains the different types of costs related to inventory management such as ordering cost, transportation cost and deficit cost
- It explains the various factors that affect inventory costs, such as market characteristics, sales characteristics, etc.
- Explains various forms of specific inventory management models: the classic EOQ model, the EOQ model with quantity discount, the EOQ model with safety stock and service level, and the EOQ model with a replenishment system
- Explains various forms of probabilistic inventory management models in the impact of demand and uncertainty in key time
- It demonstrates various techniques of inventory control such as ABC analysis, VED analysis, GOLF analysis, HML classification, SDE classification, FSN ... classification etc.
- Interprets inventory dynamics performance measurement by following a ratio analysis approach.





❖ Part VIII: Procurement Management System

- Clarifies the main objectives of the procurement
- The tasks and responsibilities of the Procurement Department in terms of studying the market and sources of supply
- The different methods of purchase, such as a purchase that takes place accurately as needed, purchase for a specified period, market purchase, purchase of my contract ... etc.
- Clarifies the infrastructure and procurement management system
- It demonstrates the elements of a JIT production system such as waste elimination and worker dedication, total quality management, parallel processing and e-commerce, JIT purchasing. ... etc.
- Explains the basic requirements of the JIT purchasing system





. Part IX: Supplier Management

- Clarifies the supplier performance evaluation system.
- Clarify the criteria for evaluating the performance of your salesmen.
- It clarifies the basic social concept of auditing and the internal provisions of corporate law.
- Clarifies the assessment of the climate and provision of the organization's purchasing performance ... etc.
- Demonstrates the evaluation of the quantitative objects in terms of minimizing the material cost, maximizing the cost reduction, and joining the operational budget ... etc.
- Clarifies the guidelines for purchasing through bidding, negotiation and the tender committee such as negotiation, delay in bidding, price preference, price escalation ... etc.
- Clarifies the procedures for purchasing review and reviewing purchase orders based on rational value analysis, time analysis, the nature of tenders, and purchasing through negotiation ... etc





Part X: Value Analysis System

- Clarifies the goal and application of value analysis.
- Explains the procedures and stages of analysis that include the information stage, the speculation stage, the analysis stage, the planning stage or brief procedures, and the implementation stage.
- It demonstrates the advanced tools used in the value analysis approach.





Part XI:

- Explains the basics of negotiation, such as why and when negotiation takes place
- Explains the strategies and steps involved in negotiation such as evaluating vendors, customer-related factors, competition factors, company policies ... etc.
- It outlines the various methods and guidelines that a negotiator must follow at the time of purchase
- Explains negotiation techniques for the procurement process





Part XII: Quality Control

- It explains the components and characteristics of quality in terms of design, specifications, availability, after-sales service ... etc.
- Explains the causes and types of losses in terms of material and non-material losses.
- It clarifies the objectives and tasks of quality control in terms of specifications, manufacturing control, design review, quality review, quality planning ... etc.
- Explains sampling concepts, sampling plans, desirability and acceptance of control techniques... etc.
- Clarifies multiple and duplex sampling procedures





Part XIII: The Legal Framework

- Defines contract and correct contract requirements.
- Explains different types of contracts such as oral and written contracts, explicit and implicit contracts, bilateral and one-sided contracts ... etc.
- Explains the reasons for terminating contracts, such as terminating behavior, by forgiving them, by impossibility of performance, by mutual agreement, through renewal ... etc.
- Contract law.
- Goods Sales Act.
- Interprets private purchase contracts such as price contracts, work contracts and installment purchases.
- It explains the process involved in the delivery of goods and takes into account some things such as the quality of delivery, delivery time, etc





Participants:

The Certified Purchasing manager course benefits managers, supervisors, employees of the Procurement Department and those responsible for carrying out procurement and logistics business activities.

