

Procurement Operations - Improve Purchasing Efficiency

The purchasing is defined as the act of obtaining or buying goods and services. The process includes preparation and processing of a demand as well as the end receipt and approval of payment. The process of procurement is often part of a organisation's strategy and its successful operations will ensure that the organization can reduce its total cost of operations.

Course Objective

The course is designed to help participants identify, evaluate and improve their procurement process, execution and accountability. The objective is to ensure that procurement is carried out in a fair, open and transparent manner. It includes tools and techniques that can be applied by the purchasing managers to secure Value for Money.

Target Audience

This course is designed for purchasing executives and managers who are responsible for the management of the procurement activities.

Course Outline

- Understanding the integral role of purchasing
- Identify objectives of purchasing function
- Understanding the procurement process (Procure to Pay)
- Implementing the 5 Rights of purchasing
- Implement effective supplier sourcing
- Understand key factors in cost make-up and getting Value for Money
- Identify areas of improvement within their own purchasing activities
- Procurement Spend Analysis and its application
- Steps to undertake Spend Analysis
- Review of Spend Analysis Results

Please refer to SNEF website for available dates

Duration : 1 day, 9am to 5pm (7 hours)

Course Venue : SNEF Corporate Learning Centre @ Tanglin

Register online at SNEF website www.snef.org.sg

Click on 'Training' and Course Category '**Generic Productivity & Supply Chain**'

Course Fees

Type	Full Fees (inclusive 7% GST):
Member	\$321.00
Non-member	\$428.00

Trainer

Pavan Sharma is an expert in procurement, supply chain management, industrial engineering and process improvement in manufacturing and services. He has over 25 years experience as a top executive working in production, quality, logistics and procurement functions in automotive, consulting and logistics companies.

Pavan has trained over 3000 people from more than 100 different private and public sector companies in Singapore and in the region. His clients include public agencies, large education institutions and MNC's. He is a Chartered Member of the Chartered Institute of Logistics and Transport, UK and Member of the Chartered Institute of Procurement and Supply, UK.

Pavan holds a Masters Degree in Business Administration (MBA), a Bachelor of Engineering in Industrial Engineering and Post Graduate Diploma in Industrial Engineering. He has also completed the CIPS UK Level 6 Professional Diploma in Procurement and Supply. He is a Member of the Beta Gamma Sigma USA, an International Honors society that recognizes outstanding scholastic achievement. Pavan is also a qualified project manager and holds the PMP certification of the Project Management Institute.

Enquiries:

Veena DID: 6827 6973 / Training hotline: 6827 6927

Email : veena@snef.org.sg / trg@snef.org.sg