

## أخصائى مشتريات

### الفئة المستهدفة

كل من يريد التخصص في المشتريات

### أهداف البرنامج

بنهاية البرنامج التدريبي سيتمكن المشاركون من:

(1) تفهم الكيفية التي تدار بها ادارة المشتريات

(2) كيفية اختيار الموردين

### محتويات البرنامج

#### **The role of purchasing & supply functions:**

- § Purchasing objectives.
- § Internal organizational relations.
- § Budgeting, planning & forecasting.

#### **The purchase order process:**

- § Fundamental steps to complete a purchase.
- § Types of purchase requests.
- § Ordering formats.

#### **Procurement contracting and competitive tendering strategies:**

- § Types of contracts.
- § Tendering procedures.

#### **Suppliers selection and performance evaluation:**

- § Selection criteria.
- § Post-selection supplier's evaluation and rating.

#### **Using cost reduction techniques.**

#### **Negotiation strategies and fundamentals.**

#### **International trade:**

- § Primary documents required in international trade.
- § Commercial terms of sale.
- § Methods of payment.



**Training Experts**  
in The MIDDLE EAST

- § Electronic purchase order process.
- § Transportation strategies to reduce logistics cost.

### **Ethical issues in buying.**

#### **Legalities in buying:**

- § Key elements of every contract.
- § Contract terms and conditions.
- § Foreign trade regulations.

#### **Measuring of purchasing performance:**

- § Measurement techniques.
- § Indicators of purchasing efficiency.
- § Reports to management.

#### **Understanding basic stores & stock control:**

- § Stock control techniques.
- § Deciding when and how much to buy.
- § Stock reduction & Just In Time.
- § Purchasing role in supporting inventory objectives.

#### **Solving day to day problems:**

- § Problem identification & possible solutions.
- § Time & performance management.

هذه الشهادة تتطلب حضور لا يقل عن 90 ٪ من مجموع المحاضرات.

المواد : مذكرات باللغة العربية

المدة : 24 ساعة