

## COURSE OVERVIEW

Purchasing is recognised as one of the most important functions in a business. Purchasing function supports companies in managing costs by finding the optimum mix of suppliers to provide goods and services at the best prices and quality in line with its priorities and requirements. Besides lowering costs and improved quality, purchasing also help secure supply, reduce risks, gain added value and introduce efficiency and innovations.

The programme is suitable for people who are employed as buyers and executives who wish to get ahead in their jobs, as well as those who want to enter purchasing management as a career. This programme is also tailored to meet the needs of the industry, with emphasis on procurement and sourcing. All various aspects of purchasing operations and management will be covered. It is designed to provide participants with the ability to deliver sustainable total cost savings to their organisation through actively managing their suppliers.

## WHO SHOULD ATTEND

- Buyers in service and manufacturing or office purchasing agents
- Purchasing executives and managers
- Logistics Executives and supervisors
- Manufacturing Industries Executives and supervisors
- Stock or inventory controllers
- All those involved in logistics work



# PURCHASING SYSTEMS & ADMINISTRATION

## OBJECTIVES

- Establish purchasing objectives
- Become aware of the roles and functions of a purchasing manager/buyer
- Understand purchasing management including procurement and sourcing functions
- Become a more efficient and productive buyer through applying the techniques of purchasing management
- Improve the services provided by your suppliers through more effective negotiations and planning
- Understand the ethical/legal aspects of purchasing and its possible liabilities
- Find out how to select and qualify suppliers

**SBL CLAIMABLE**



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