

Introduction:

Procurement and storage are essential functions for ensuring cost efficiency and smooth operations within organizations. This advanced program is designed to enhance the capabilities and effectiveness of managers and staff working in procurement and warehousing departments.

The course explores the complex connection between procurement, warehousing, and logistics management, highlighting how these areas collaborate to reduce costs and maintain consistent organizational workflows.

Participants will gain knowledge of both traditional and modern warehousing strategies, combining theoretical frameworks with practical applications. The course content is specifically designed for professionals seeking in-depth training in warehouse management, aiming to earn certifications and deepen their understanding of procurement in warehousing.

Throughout the course, participants will learn the fundamentals and practical applications of warehouse management, applying systematic procurement and warehousing techniques to achieve excellence in logistics and warehouse operations.

Target Audience:

- Procurement professionals
- Logistics professionals
- Supply chain professionals
- Warehouse and inventory managers

Course Objectives:

By the end of this program, participants will be able to:

- Improve strategic decision-making skills in logistics management
- Ensure compliance with relevant laws and regulations
- Understand procurement concepts for both local and international contracts
- Acquire knowledge of clearance, shipping, and insurance procedures
- Plan and execute strategic procurement while negotiating with suppliers to minimize supply and operational expenses
- Implement efficient warehouse management to support business continuity with minimal inventory costs

- Manage stock disposal to enhance the organization's liquidity

Targeted Competencies:

Upon completion, participants will develop competencies in:

- Supply chain management
- Enhancing customer value
- Designing warehouse facilities
- Operating warehouses effectively
- Managing inventory
- Overseeing transportation logistics

Course Content:

Unit 1: Fundamentals of Purchasing and Storage

- Role of procurement and storage in organizational planning
- Impact of procurement and storage costs on revenue
- Policies related to purchasing and storage
- Centralized versus decentralized procurement and storage
- Responsibilities of procurement and warehouse staff

Unit 2: Planning Purchases and Organizing Stores

- Identifying suppliers
- Criteria for supplier selection
- Internal warehouse organization
- Types of warehouses, including wholesale and distribution centers
- Inventory ordering techniques
- Strategies for item placement

Unit 3: Procurement and Storage Methods and Procedures

- Various procurement methods, including public and limited tenders, direct orders
- Regulations governing procurement methods
- Procedures and documentation used in procurement and storage
- Inventory control techniques and assessment of procurement activities
- Stock control reporting and indicators
- Methods for monitoring and following up procurement

Unit 4: Addressing Storage and Procurement Issues

- Identifying and handling idle stock
- Administrative and organizational challenges affecting procurement and storage
- Security measures for protecting inventory

Unit 5: Logistics Management

- The role of company logistics in international trade and customer service
- Global perspective on logistics
- Logistics' role in procurement and inventory management using technology
- Importance of logistics in production control and risk prevention
- Payment methods in international trade, such as documentary collections
- Performance guarantees in global trade, including letters of guarantee and letters of credit

Unit 6: International Sales Conditions

- Overview of Incoterms and their American equivalents
- Key components of the ICC Bulletin No. 560 (Incoterms 2000)
- Definitions of international trade terms
- Review of Incoterms' groupings and items

Unit 7: Commercial and Legal Documents Related to Sales Contracts

- Elements of preliminary invoices
- Legal considerations in export contracts
- Ensuring correct contract terms

Unit 8: Export Documentation under International Customs Regulations for Documentary Credits

- Commercial and consular invoices
- Verification of contents and weights
- Certificates of origin
- Documents authenticated by importing country consulates
- Pre-shipment inspections
- Transportation and insurance documentation

Unit 9: Shipping Methods

- Mixed shipping techniques
- Containerized shipping
- Cargo shipping options
- Shipping by chartered vessels
- Shipping by roll-on/roll-off vessels

Unit 10: Transportation

- Different types of sea vessels
- Airfreight logistics
- Land transportation modes

Unit 11: Clearance and Shipping Procedures

- Legal frameworks for clearance and shipping
- Detailed protocols for clearance and shipping

Unit 12: Export Insurance Procedures

- Importance of export insurance in protecting capital
- Various types of insurance for goods based on London insurance market conditions