



Best Practices Within Procurement

To up Your Game

12-13 September 2022

The Saujana Hotel Kuala Lumpur – Malaysia

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COURSE OUTLINE

Cloud-based Procurement Tools and Internet of Things (IoT)

- Supplier Management – Onboard, maintain, and manage vendors in an easy-to-use, efficient platform.
- Invoice Approval – Approve your invoices on the go and perform quick three-way matching.
- Purchase Requests – Fluid forms help you capture, approve, and keep track of purchase requests.
- Purchase Orders – Issue POs and generate orders automatically from approved purchase requests.
- Spend Analytics – Generate actionable, data-driven insights from your purchasing-related data.
- Dynamic and Interactive Procurement

Spend Transparency

- Define and implement procurement policies properly
- Monitor and document every step of the procurement process
- Identify and manage a list of approved supplier lists
- Establish fool-proof procurement contracts
- Conduct frequent audits

Supplier Engagement

- Generating win-win situations and trust
- Treating suppliers as strategic partners
- Monitoring supplier performance with specific KPIs
- Enabling collaboration and communication with vendors

Optimized Inventory

- The 'real cost' of holding inventory is much higher than the cost of ordering items
- The rule of thumb for holding costs is between 20 and 30 percent
- It is not just consumable products that go bad over a period of time –everything from consumer electronics to clothing is subject to risks
- The major reason for out-of-balance inventories is poor planning and forecasting

INTRODUCTION

This training is crafted to enable employees who spearhead procurement management in their organisations to possess in- depth knowledge of public procurement. In addition, it will also equip them with the necessary skills and tools required to make the process beneficial to their organisations.

The cost of purchasing and doing business is on a steady rise. Businesses have started to regard procurement management as their top priority since it takes up a large share of their overall spend. Considering most organizations still hold on to their manual procurement practices, a complete revamp of their procurement functions is crucial to keep pace with business demands.

In order to get these fundamentals right, organizations need to implement an effective procure-to-pay process and embrace the right technology solutions. However, simply revamping the process and implementing a top technology product won't make the procurement function best-in-class. So, what does it take?

The answer might differ from one organization to another, but there are some procurement best practices that several leading companies have adopted over time.

BENEFITS OF ATTENDING

Have an in-depth knowledge of the procurement process.

- Use techniques and skills for value-generating procurement.
- Be able to apply the newly acquired knowledge and skills to the procurement process of their organisations.
- Use best practices via implementation of Small Test of Change (SToC)
- GROW your suppliers

COURSE OUTLINE CONTINUATION

Automated Contract Management

- Central repository: Store all documents (riders, amendments, etc.) in a cloud database that is accessible from anywhere
- Configurable interface: A highly scalable and customizable interface that could be tailored to fit around business requirements
- Automated notifications: Trigger automated alerts to highlight contract milestones, renewals, and chances for renegotiation.
- Performance monitoring: Track delivery time, product quality, pricing fluctuations, and adherence to purchasing terms/policies

Site Visits and Periodic Review

- Go for site visits to understand your supplier
- Induction of the new supplier through various evaluations, including manufacturing, storing, and shipping arrangements
- Understanding suppliers' limitations and managing them
- Learn to GROW your suppliers

METHODOLOGY

Participants will increase competencies through a variety of instructional methods including lecture by an experienced practitioner and consultant, exercises and group discussions covering current practices.

WHO SHOULD ATTEND?

- Any individual involved in the acquisition of materials, equipment and services.
- Individuals seeking high levels of competency in these activities.

Jude Selvaraj Joseph's diverse background and versatility in training both youth and adult learners enables him to tap on an abundance of experiences in sharing, connecting and engaging with individuals.

He is an International Dynamic Speaker, Certified Corporate Trainer and Entrepreneur. He has acclaimed a lot of goodwill and accolades in the fields of education and corporate trainings both locally and internationally by his High Impact Sessions.

Over the last 26 years, Jude has worked with several organisations namely The Asian Institute of Chartered Bankers (formerly known as Institute of Bankers, Malaysia), Perak Branch, Kolej Syuen, Ipoh and Scania - Southeast Asia, Shah Alam holding senior positions in the areas of education, coaching, training and development, hospitality, logistics, supply chain, warehousing etc. whilst pursuing his passion in education, training and development.

Jude possesses a double Masters in Business Administration & Management. One is from AsiaeUniversity, Malaysia majoring in Human Resource Management and the other is from The University of The West of Scotland, United Kingdom majoring in General Management with a thesis in Logistics and Supply Chain Management. He is currently pursuing his Industrial Doctorate in Business Administration (IDBA) and is scheduled to complete by mid-2022.

Jude belongs to the new era of trainers in excellence:

- ❖Chartered Member of The Institute of Logistics and Transport Malaysia (CMILT)
- ❖Master Trainer in Learning & Development from the European International University, Paris;
- ❖Certified Professional Master Trainer from the International Accreditation Organization (IAO), USA & Institute of Quality Malaysia (IQM) for ISO 17024:2012 Professional Programs on Competency;
- ❖Certified Trainer from Pembangunan Sumber Manusia Berhad (PSMB), Malaysia;
- ❖Certified Trainer (Associate) in Training and Development from the Cambridge Association of Managers, United Kingdom;
- ❖Certified Master Practitioner of Neuro-Linguistic Programming, Time Line Therapy Association & The American Board of NLP
- ❖Certified Master Practitioner of Time Line Therapy, Time Line Therapy Association & The American Board of NLP
- ❖Certified Master NLP Coach, Time Line Therapy Association & The American Board of NLP
- ❖Certified Master Hypnotherapist, Time Line Therapy Association, The American Board of NLP & International Association of Counsellors & Therapist (IACT)
- ❖Certified Trainer & Assessor in Technical & Vocational Education & Training (TVET) from Melbourne Polytechnic, Australia
- ❖Certified 6S Lead Auditor
- ❖Member of the Institute of Quality Malaysia (IQM)

DELEGATE REGISTRATION FORM



Claimable
Under
Scheme
SBL



Delegates

Name _____
Job Title _____
Telephone _____
Mobile _____
E-mail _____

Name _____
Job Title _____
Telephone _____
Mobile _____
E-mail _____

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Telephone _____
Mobile _____
E-mail _____

Organization

Name _____
Telephone _____
Fax _____
Address _____

Authorization (This form is invalid without a signature)

Name _____
Job Title _____
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Contact Person

Name _____
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Please complete this form immediately and send back to:

Wendy:

Tel: +6016-335-5527

Email: wendy@nashbs.com

Payment Details

Payment is required within 7 days upon receipt of the invoice.

NASH BUSINESS SOLUTIONS Sdn Bhd (1068674-V)

Standard Chartered

Account No: **794194740755**

SWIFT Code: **SCBLMYKXXXX**

All payment must be received prior to the event date

Confirmation details

Joining details confirming your participation will be sent, once a registration has been received. After receiving payment, a receipt will be issued.

Cancellations/Substitutions

Substitutions are welcome at any time. Please notify us at least 2 working days prior to the event. All cancellations will carry a 10% cancellation fee, once a registration form is received. All cancellations must be in writing by fax or e-mail at least 3 weeks before the event date. Cancellations with less than 3 weeks prior to the event date carry a 100% liability. However, course materials will still be couriered to you.

Note: The investment fee does not include any taxes (withholding or otherwise). In case of any taxes applicable the client has to ensure that the taxes are paid on top of the investment fee paid for the course. Compliance with the local tax laws is the responsibility of the client.

TRAINING SCHEDULE

08.30 --- Registration & Morning Coffee
09.00 --- Training Starts
10.45 --- Morning Coffee Break
11.00 --- Training Resumes
13.00 --- Lunch
14.00 --- Training Resumes
15.45 --- Afternoon Coffee Break
16:00 --- Training Resumes
17:00 --- Training Ends

Course	Regular Fee (per Delegate)	Group Fee: 3 or more pax (per Delegate)
Best Practices Within Procurement to Up Your Game 12-13 September 2022, The Saujana Hotel Kuala Lumpur - Malaysia	RM2,995	RM2,795