

# Procurement Management

April 8 – 9, The Nishat Hotel - Lahore

April 20 - 21, Mövenpick Hotel - Karachi



Course Facilitator:

**Nadeem Asghar**

## Course Overview:

Procurement of goods and services is a key activity within any organization and expected to influence the efficiency of tactical activities, projects deadlines and concisely the entire supply chain. The organizations working for their development projects dedicate heavy investments using funds and loans. In many cases of project implementation, organizations face numerous challenges in terms of increased costs and delays, lack of transparency and fair play, poor quality of goods and services. These backdrops can be attributed to lesser familiarity with procurement procedures and inadequate command on how to manage essential procurement business operations.

Procurement Management provides comprehensive coverage of the overall spectrum of competencies needed for successful implementation of the procurement process starting from needs to identification, from market research to bidding and finally from evaluation to contract management. So the stage is all set for the procurement professionals to learn the skills to become the best buyer and select the best supplier and play a vital role in widening the business.

## Learning Outcomes:

- **UNDERSTAND** the fundamentals and modern principles of the purchasing function.
- **APPLY** the best practices in procurement strategies and processes.
- **USE** all the skills required to be an effective buyer.
- **IMPROVE** the efficiency of buying goods and services.
- **APPLY** tendering and contracting techniques.
- **SHORTEN** total lead-time to speed up the purchasing cycle

## Who Should Attend:

- Procurement, supply chain, logistics, and materials managers and directors who wish to broaden and update their skills and knowledge
- Supplier, Auditors, contract management officers and procurement officers or those in function that includes close interaction with procurement, such as programme and project staff.
- Procurement and supply chain personnel seeking supply chain integration or who need to understand the impact of supply chain decisions upon their company's performance
- Senior buyers, purchasing supervisors, purchasing managers and other managers involved in procurement strategy development, negotiations and contract management.

...only from Octara!!!

**For Details & Registration :** Karachi 34536306-12-14, 021 34547141 | Lahore 042-35763064 - 63 | [register@octara.com](mailto:register@octara.com) | [www.octara.com](http://www.octara.com)

# Procurement Management

## Program Outline

### Introduction to Purchasing

- Definition of Purchasing/Procurement
- Procurement Management
- Procurement Steps
- Challenges in Purchasing
- Careless purchasing and loss of creditability
- Pivotal role of purchasing in an organization

### Buyer's Roles and Responsibilities

- Specific Duties of a Buyer
- Skills and Qualities of a Successful Buyer
- Reactive versus Creative Buyer
- Limitation of Authorities
- Effective buying Strategy

### Procurement Methods and Strategies

- Conventional Purchase Orders/Blanket Orders
- Forward Buying
- Contracting/Tendering
- Outsourcing
- Stockless Buying/Just-in-Time

### Procurement Process

- Purchase Requisition
  - Request for Information, Quotation and Proposal (RFI, RFQ, RFP)
  - Supplier Selection
  - Total Cost of Ownership
  - Local Sourcing
  - Purchase Order
  - Adding Value as a Buyer
  - Problems with Suppliers
- Procurement Environment in Corporate Entity  
Guiding principles for Procurement in an Organization

### Bids and Contracts

- How to scrutinize Purchase Requisitions
- Importance of Tender Enquiries
- Bids Opening and Evaluation
- Factors affecting prices
- Award of contract
- Implementation of contract and its management
- Internal/External controls in the purchase process
- Effective Buying Strategy
- Changing face of purchasing and Supply Chain Management



Course Facilitator:

**Nadeem Asghar**

Nadeem Asghar is a Procurement Management Consultant and Training Specialist. He has to his credit a distinguished career spanned over 38 years in the largest natural gas utility company in Pakistan. He worked at various positions on assignments pertaining to all aspects of Supply Chain Management and Material Warehousing. He retired as Senior General Manager which is one of the top management positions in the company. Progressively moving towards higher positions, he has been actively involved in overall administration of procurement functions, preparation of procurement programs and inventory/warehousing management.

In addition to Supply Chain Management functions, imparting training has been his specialty all through his career. He has designed, developed and conducted courses on various topics such as:

- Principles of Good Buying
- Understanding Public Procurement Rules 2004 and their Implementation
- Understanding and application of INCOTERMS
- Evaluation of Bids and Making Award of Contract
- Evaluation and Selection of Vendors
- Contract Management in the context of Purchasing
- Detecting and Preventing Procurement Frauds
- Warehousing and Materials Management

He holds Master's degree in Economics from Government College, Lahore and MBA Finance from IBA, University of the Punjab. He also has the honor of being selected after qualifying CSS examination/tests. His credentials include participation in many local and foreign training programs in Procurement, Information Systems, and Systems Analysis, Materials Management.

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**April 8 – 9**, The Nishat Hotel - Lahore

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09:00am - 05:00pm

## Workshop Investment

PKR **25,000/- (+GST)**

(Fee per participant)

(GST Lahore 16% / GST Karachi 15%)

Fee includes course material, Octara Certificate, lunch, refreshments & business networking

## For Registration & Details

Phone : Karachi 34536306-12-14, 021 3454714

Lahore 042-35763063 - 64

Fax : 021-34520708

Email : register@octara.com

Web : www.octara.com

## Payment

A confirmation letter/e-mail and invoice will be sent upon receipt of your registration.

Note: Full payment must be received in advance to confirm enrollment.

Send your cheque in favor of

Octara Private Limited

Muhammad Imran Anwer

Octara Private Limited

1/E-37, Block-6, P.E.C.H.S., Karachi.

Tel: 021-34534261, 021-34536315, Cell: 0321-2670041

Bring **Procurement Management** In-House

This workshop can be customized to suit specific need of your organization at significant savings.

Please contact Jason D'souza at jason.bosco@octara.com or call at 0332-2422732 for more details

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Training Calendar  
Open Enrolment Programs

# April

## Communication Techniques for Success

Facilitator: Kanwal Akhtar

April 4, Lahore | April 6, Karachi

## Bridging Generations at Workplace

Facilitator: Dr. S. A. Rab

April 6, Karachi | April 8, Lahore

## Procurement Management Workshop

Facilitator: Nadeem Asghar

April 8 & 9, Lahore | April 20 & 21, Karachi

## Enterprise Risk Management:ISO 31000

Facilitator: Jon McNish

April 13 & 14, Karachi | April 16 & 17, Lahore

## Selling Skills for FMCG Sales Force

Facilitator: Hassan Bin Rizwan

April 15, Karachi | April 18, Lahore

## Effective Financial Presentations

Facilitator: Ali Saeed

April 21 Karachi | April 23 Lahore

## Technical Report Writing

April Karachi | April Lahore