

MEGA INTERNATIONAL SYSTEMATIC TRAINING ACADEMY SDN. BHD.



2 DAYS

CERTIFICATE IN EFFICIENT PROCUREMENT ADMINISTRATION

Awarded By:



COURSE INTRODUCTION

1

Purchase requisitions are a document used when an employee needs to make a purchase or an order request on behalf of their company.

It is a document that is used to inform department managers or the purchasing officer of the decision so that the purchasing department can start the purchasing process.

The finance team will also use this document to coordinate reporting procedures with the accounting department as well.

This course will touch on Procurement Requisition in Administration Level.

COURSE OBJECTIVE

2

- Learn about material info records and vendor source lists.
- Learn how to work with purchase requisitions.
- Create purchase orders and good receipts.
- Process vendor invoices.
- Run basic purchasing reports.

The person who is competent in this Efficient Procurement Administration shall be able to develop proper procurement requisition administration in accordance with company's Standard Operating Procedures (SOP), company's policy, DOSH, OSHA and HALAL requirements. Upon completion of this competency unit, trainees will be able to: -

- Identify procurement requisition administration requirements
- Perform procurement requisition
- Evaluate procurement requisition administration effectiveness
- Report procurement requisition administration.

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WHO SHOULD ATTEND :

This training is relevant for planners, planning specialist, buyer, procurement specialist and purchasing officers who deal with a whole spectrum of business and organization in manufacturing, purchasing strategy, production planning etc.

- Lecture
- Practical Exercise
- Learning Activities
- Video Presentation

METHODOLOGY

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Led By:

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COURSE CONTENT



MODULE 1

**Procurement Requisition
Administration Requirements**

MODULE 2

**Procurement Requisition
Activities**

MODULE 3

**Evaluation of Procurement
Requisition Administration Effectiveness**

MODULE 4

**Reporting of Procurement
Requisition Administration**

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