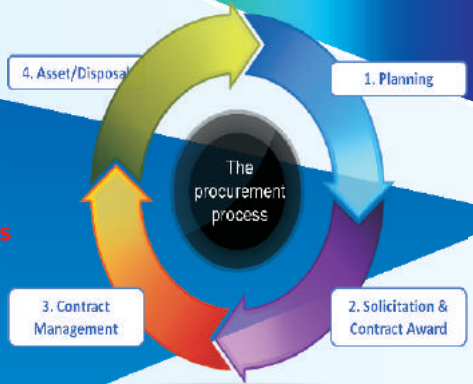




INDIAN INSTITUTE OF MATERIALS MANAGEMENT  
Chennai

# Executive Development Program on Purchasing Documentation



Friday, 14th June 2019

Venue : IIMM - V Hariharan Hall  
110, New no. 37, Nelson Manickam Rd,  
4th Floor, Chateau D Amba Building,  
Aminjikarai, Chennai, 600029.

In Pursuit of Excellence in Supply Management  
For Registration Contact

INDIAN INSTITUTE OF MATERIALS MANAGEMENT

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Aminjikarai, Chennai - 600 029 | Tel: 044-2374 2750 / 2374 2195  
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IFPSM

Charter Member : International Federation of Purchasing and Supply  
Management (IFPSM) - UK

## About IIMM

Indian Institute of Materials Management (IIMM) through its wide network of 48 branches and 19 chapters spread all over the country and with more than 10,000 members, represents a wide spectrum of professionals engaged in the various facets of Materials Management and responsible for planning, sourcing, control and Distribution of materials and services. IIMM through its various training and educational courses is striving to equip these professionals with the latest tools and techniques needed to develop new and innovative approaches to Supply Chain..

## About the program

Purchasing documentation is a key competence required for those venturing into a career in supply chain domain. Modern Purchase function is highly structured and most of the International Organization have established ERP systems like SAP for managing purchase function.

In this based programme, there will be a structured approach to understanding the purchase operations and each step in the process, along with that process description. The documentary with illustrative documents will evaluate participants to understand how the procurement cycle operates.

## Program Modules

### Session 1 PROCUREMENT CYCLE

- 1.1 Purchase requisition to vendor payment
- 1.2 Main documents for procurement cycle
- 1.3 Purchase process flow
- 1.4 Request for quotation (RFQ)
- 1.5 Quotation components



### Session 2 PURCHASE ORDER

- 2.1 Link of purchase order with other modules
- 2.2 Purchase order creation and illustration
- 2.3 Purchase order components
- 2.4 Types of purchase orders
- 2.5 Scheduling agreements

**Join and Deliberate with SCM Fraternity**

## Session 3 PURCHASE ORDER EXCRETION

- 3.1 Supplier item catalog
- 3.2 Supply base management features
- 3.3 P.O. receipt and amendments
- 3.4 Payment processing and vendor returns
- 3.5 Matching Concept



### Purchases Ledger Control Account



## Session 4 INTERNATIONAL PURCHASES

- 4.1 International Purchase order
- 4.2 Model international P.O. documents
- 4.3 International commercial invoice
- 4.4 Inco terms and its importance
- 4.5 Understanding implications in international

## Industry segments addressed



Manufacturing, process, service and retails industries requiring cost management support are mainly focused. However, even pure service industries such as hospitals, hotels, educational institutions and general service providers can also benefit from this program

## Faculty

The program will be designed and facilitated by a panel of subject mater experts from IIMM Chennai, having depth experience and expertise.

## Methodology

The programme would be conducted in line with IIMM standards, covering in-depth concepts, brainstorming, quiz, case study, exercises and interactive sessions.

## WHO CAN BENEFIT



For senior and middle executives in source development, purchasing/Procurement, Engineering, Costing, Finance, Marketing, Entrepreneurs from MSME

## REGISTRATION



Please mail your nomination(s) along with participation fees through Crossed Cheque / Draft in favour of **Indian Institute of Materials Management**, payable at Chennai. Nominations along with payment to reach IIMM office on or before **13th June 2019**

## FEES

- ☞ **For IIMM members** : **Rs. 4,000/- per person + 18% GST**
- ☞ **For Non -IIMM members** : **Rs. 4,500/- per person + 18% GST**  
(10% concession can be given to a minimum of 3 or more participants from a single organization)

## NEFT DETAILS

Beneficiary Name: **INDIAN INSTITUTE OF MATERIALS MANAGEMENT**  
Bank Name: **STATE BANK OF INDIA**  
Branch Address: Nelson Manickam Road, No. 2/38, Railway Colony 3rd Street, Aminjikarai, Chennai- 600029. (Branch code: 011606)  
Account type: **Current account**  
Account No.: **10144205193**, IFSC Code: **SBI N 0011606**  
MICR no.: 600002140 000039 11, PAN No : AAAAI0056P  
**GST In: 33AAAI0056P3ZO**

## COURSE - COORDINATOR

**Mr.V Ramachandran**, is a management consultant and master trainer who coordinates the EDP programmes at IIMM Chennai branch. Using the depth expertise available at IIMM, based on the professional activities conducted over many decades, he organizes the team of IIMM professionals to provide the concept design, delivery and facilitation by subject matter experts for professional development. Participants get opportunity to interact with the competent faculty and can make use of all the available opportunities for professional growth. He is certified by WTO to conduct international consultancy in supply chain management field (ITC Geneva).

**About IIMM membership details please contact IIMM Chennai at 9841020201, 04423742195, 23742750, [admin@iimmchennai.org](mailto:admin@iimmchennai.org) & IIMM Courses [edu@iimmchennai.org](mailto:edu@iimmchennai.org)**