

NEW

# Certified Procurement Specialist (BME)

## Course Modules

- Principles of Procurement and Supply Chain Management
- Operational Procurement as Inventory Management, Planning and Replenishment
- Cost Accounting, Price Analysis and Performance Controlling
- Strategic and Tactical Sourcing, Tools and Methods
- Project-, Team- and Stakeholder Management

## Starting Date

Wien: 4.-6. Juni 2012



# The contents at a glance

## Module 1: (3 Days)

### Principles of Procurement and Supply Chain Management

- Introduction to the CPS course
- Perspectives and evolution of procurement
- Procurement as supply chain function
- Procurement politics and objectives
- Fundamentals of strategy development
- External and internal influences on procurement
- Organisational aspects of today's procurement functions
- Core competencies of purchasing employees today and in the future
- Fundamentals of logistics
- Quality management basics
- Cost of quality
- Overview of key procurement levers
- Procurement & supplier manual
- Procurement role in specification management
- The value added by procurement

## Module 2: (2 Days)

### Operational Procurement as Inventory Management, Planning and Replenishment

- Definition of operational, tactical and strategic procurement
- Objectives of inventory management
- Roles and responsibilities associated with replenishment function
- Conflicts of interest with stakeholders
- Inventory classification
- Costs of inventory management
- Inventory performance measures
- Forecasting processes
- Just in time principle
- Kanban, C-parts replenishment, push and pull inventories
- MRP and ERP systematics
- Vendor Managed Inventories
- Warehousing objectives and designs
- Economic order quantities
- Safety stock calculation
- Replenishment processes
- The "bull whip" effect
- Customer satisfaction levels and reporting
- Flexible fulfillment process
- Alternative order processes
- ABC/XYZ analysis

## Module 3: (2 Days)

### Cost Accounting, Price Analysis and Performance Controlling

- Definitions of cost terms and objectives
- Direct and indirect costs, opportunity costs, job costing and process costing principles
- Cost allocation, variable and absorption costing
- Make or buy decision
- Activity based costing
- Costs plus pricing, pricing policies
- Net present value concept
- Internal rate of return

- Pay back costing
- Budget process, managing price variances, standard costs, transfer pricing
- Target costing, life cycle costing
- Value analysis, price analysis based on profit margins
- Sources of cost indices
- Benchmarking, TCO concept

## Module 4: (4 Days)

### Strategic and Tactical Sourcing, Tools and Methods

- Procurement strategy definition
- Development and implementation
- Material group management
- Procurement instruments identification and allocation
- Portfolio analysis
- Supplier evaluation, supplier selection, supplier integration, supplier development, supplier classification, supply market research
- Porter's 5 forces model, internal demand management, RFI and RFQ process, bid analysis, linear price programming
- Negotiation tactics, negotiation preparation
- Price stabilisation terms
- Contract terms
- Managing supplier innovations
- Service level agreements
- Key aspects of buying services and capital equipment
- Selling a procurement strategy with the 9 steps approach
- Measuring and communicating procurement success
- e-Procurement concepts and objectives
- GAP/SWOT analysis
- Top 10 cost reduction opportunities
- Supplier balanced score card
- Risk management and contingency planning

## Module 5: (2 Days)

### Project-, Team- and Stakeholder Management

- Project definition and types
- Project teambuilding, project team organisation
- Team roles and responsibilities
- Project cycle
- Project risk assessment
- Pitfalls and remedies
- Project controlling
- Moderation skills
- Stakeholder management principles
- Basic presentation skills
- Post completion project management
- Project management tools
- Project planning
- Project reporting

## Revision & Examination: (2 Days)

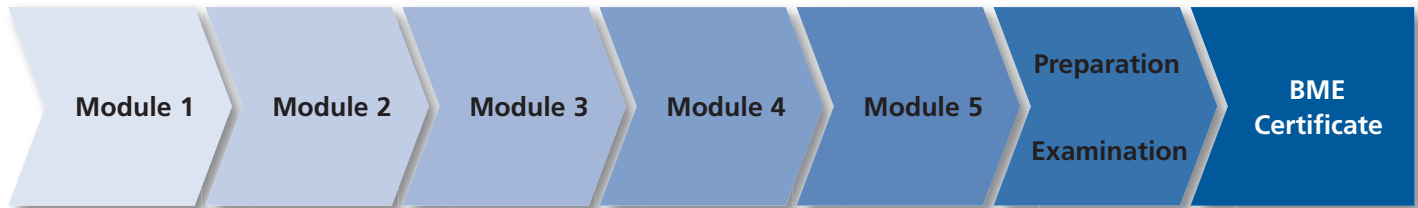
- Revision of entire course content with focus on examination questionnaire
- Q&A session
- Joint discussion and compilation of answers

# General Information

Certified Procurement Specialists control and dispose purchasing and logistical processes. They carry out the purchase marketing, create relationships with suppliers, negotiate and finalize contracts. They develop logistical concepts and implement them in the company. They also realize controlling and quality management in purchasing and logistics, and they use team and project management in the company actively.

To meet the increasing demand for in-service training and practical needs, the Federal Association of Materials Management, Purchasing and Logistics (BME) has developed a modular concept for these tasks. 5 modules are covering the fields of procurement principles and supply chain interfaces, operational procurement as inventory management, planning and replenishment, cost accounting, price & value analysis and performance controlling, strategic and tactical procurement, fundamental tools and methods and project-, team- and stakeholder management followed by a preparation & repetition module.

After completing this course with an exam, the participant receives a certificate from the BME.



## Target Group:

- Newcomers to procurement function with basic business knowledge
- Candidates on a lateral move into a procurement role
- New buyers in a material group management organization
- Buyers in cross-functional/project roles

## Teaching Methods:

Lectures, group discussion, case studies, group work

## Dates and Locations:

### Wien

Module 1	04.-06.06.2012
Module 2	20.-21.06.2012
Module 3	18.-19.07.2012
Module 4	11.-14.09.2012
Module 5	29.-30.10.2012
Preparation	14.-15.11.2012
Examination	04.12.2012

### Hotel am Konzerthaus

Am Heumarkt 35-37  
1030 Wien, Austria  
Phone: +43 1 71616-819  
Fax: +43 1 71616-844

## Registration Fee:

€ 4,995 plus 19% VAT for BME-Members

€ 5,595 plus 19% VAT for Non-Members

**The course fee includes:** Handouts, coffee breaks in the morning and afternoon, lunch and refreshments.

## Contact:

Carsten Hirschberg  
Project Manager Certified Courses  
Phone: +49 69 30838-241  
E-mail: carsten.hirschberg@bme.de

BME Akademie GmbH · Bolongarstraße 82 · 65929 Frankfurt, Germany

Yes, I would like to register for the course **Certified Procurement Specialist:**

**Module 1-5 in Wien**

Membership Number

### Participant:

Surname

First Name

Position

Division

Phone

Fax

E-mail

I wish to receive information via E-mail.

Company

Business

Street/P.O. Box

Postal/ZIP Code, City

Phone

Fax

Date, Signature

### Different invoice address:

Division

Street/P.O. Box

Postal/ZIP Code, City

Internet

### Your benefits:

- Applicable to daily work
- Deep insight to relevant procurement functions
- Benefit from the practical knowledge of our trainers
- With internationally recognised certificate

### Registration Fee:

€ 4,995 plus 19% VAT for BME-Members  
€ 5,595 plus 19% VAT for Non-Members

**The course fee includes:** Handouts, one coffee break in the morning and afternoon, lunch and refreshments

### Confirmation

Upon receipt of your registration you will receive an immediate confirmation. Please check the spelling of your name and your company's name.

Enclosed in the confirmation are the address, the telephone-/fax-number of the conference hotel and the invoice. A description of how to get to the hotel is also included.

### Change of Speaker

If a lecturer should be absent in the short term due to illness or for other unforeseen reasons, the BME Akademie GmbH, in order to avoid cancellation of the event, will make a substitute lecturer available and / or amend running order of an event, unless this is deemed unreasonable.

### Cancellation

In the event of cancellation up until 2 months before the start of the course, the registration will be cancelled at no cost and already paid registration fees will be refunded. If you cancel within the period of 2 months to 2 weeks before the event, 50% of the registration fee has to be paid. For later cancellations the full participation fee will be charged unless you provide evidence that a different amount of damage or expense arises in your particular case. To meet the deadline of withdrawal, cancellation must be done via e-mail, by post or fax. Cancellation fees are not due if a replacement participant is provided.

### Privacy Policy

Your data will be stored only for internal processing and advertising purposes of the BME group in strict compliance with the BDSG.

The general business terms and conditions of the BME Akademie GmbH are applicable.

Subject to change.