Garnet
Garnet Global Training Center

GGT-SC-125

Supply Chain, Procurement & Logistics

Purchase Order & Requisition Management

إدارة طلبات الشراء وأوامر الشراء

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Intermediate (management)**

Overview

This program treats Purchase Order & Requisition Management as a managed system: policies, roles, resources, performance indicators and continual improvement. Buy better, hold less stock and keep materials moving when supply gets disrupted. You can join a public session in one of 20 cities or live online, in English or Arabic, or bring the course in-house with examples from your own operations.

What you will be able to do

- Set up and run Purchase Order & Requisition Management as a managed process with clear roles.
- Control risk, quality and compliance in this area.
- Lead improvement projects and measure their benefit.
- Report clearly to senior management and stakeholders.
- Manage contractors, suppliers and internal customers.

Who should attend

Procurement, contracts, warehouse, logistics and materials management professionals. It suits supervisors, section heads and specialists who manage, or are about to manage, this area.

Key topics

- Category and sourcing strategy
- Total cost of ownership
- Inventory policies and service levels
- Supplier performance and risk
- Incoterms and logistics contracts
- ERP data and spend analytics

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

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Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 Purchase Order & Requisition Management: the management framework

- Supplier performance and risk
- Group discussion and peer review

Day 2 Planning, resources and budgets

- Incoterms and logistics contracts
- ERP data and spend analytics

Day 3 Performance measurement and control

- Category and sourcing strategy
- Measurement and reporting

Day 4 Risk, compliance and improvement

- Total cost of ownership
- Hands-on workshop on a workplace challenge

Day 5 Management case study and action plan

- Inventory policies and service levels
- Common mistakes and how to avoid them

10-day outline

Day 1 Purchase Order & Requisition Management: the management framework

- Supplier performance and risk
- Group discussion and peer review

Day 2 Planning, resources and budgets

- Incoterms and logistics contracts
- ERP data and spend analytics

Day 3 Performance measurement and control

- Category and sourcing strategy
- Measurement and reporting

Day 4 Risk, compliance and improvement

- Total cost of ownership
- Hands-on workshop on a workplace challenge

Day 5 Management case study and action plan

- Inventory policies and service levels
- Common mistakes and how to avoid them

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Regional and international case studies

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- Checklists and templates to take away

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
1–5 Mar 2027	5-day classroom	Kuala Lumpur	English	4,750
12–16 Apr 2027	5-day online	Live online	Arabic	2,950
14–25 Jun 2027	10-day classroom	Abu Dhabi	English	8,950
9–13 Aug 2027	5-day classroom	Amsterdam	English	4,750
15–26 May 2028	10-day classroom	Amsterdam	English	8,950
17–21 Jul 2028	5-day classroom	Dubai	Arabic	4,750
21 Aug – 1 Sep 2028	10-day online	Live online	Arabic	5,450
4–8 Sep 2028	5-day classroom	Barcelona	English	4,750
1–5 Jan 2029	5-day online	Live online	Arabic	2,950

Dates	Format	City	Language	Fee (USD)
5–9 Mar 2029	5-day classroom	Istanbul	English	4,750
19–30 Aug 2029	10-day classroom	Riyadh	English	8,950
7–11 Oct 2029	5-day classroom	Jeddah	Arabic	4,750
18–22 Feb 2030	5-day classroom	Abu Dhabi	English	4,750
18–29 Mar 2030	10-day classroom	Paris	English	8,950
2–13 Sep 2030	10-day online	Live online	Arabic	5,450
9–13 Dec 2030	5-day classroom	Istanbul	English	4,750

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/