Garnet
Garnet Global Training Center

GGT-SC-114

Supply Chain, Procurement & Logistics

Purchasing Fundamentals

أساسيات المشتريات

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

Overview

Purchasing Fundamentals gives newcomers and non-specialists a clear, practical grounding: the core concepts, the vocabulary used on the job and the first tools to apply them. Buy better, hold less stock and keep materials moving when supply gets disrupted. Choose 5 or 10 days, classroom or live online, English or Arabic; organisations can also run it in-house and adapt the examples to their own work.

What you will be able to do

- Explain the key concepts, terms and standards of Purchasing Fundamentals.
- Read and use the documents, forms and data common in this field.
- Know when to escalate and who to involve.
- Communicate confidently with specialists and colleagues.
- Plan the next steps in your own learning.

Who should attend

Procurement, contracts, warehouse, logistics and materials management professionals. No prior experience is required; it also suits new hires, graduates and staff moving into this field.

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 Introduction to Purchasing Fundamentals
- Inventory policies and service levels
- Regional and international case studies

Day 2 Core concepts and terminology
- Supplier performance and risk
- Incoterms and logistics contracts

Day 3 Basic methods and tools
- ERP data and spend analytics
- Checklists and templates to take away

Day 4 Working safely and correctly
- Category and sourcing strategy
- Group discussion and peer review

Day 5 Practical exercises and review
- Total cost of ownership
- Measurement and reporting

10-day outline

Day 1 Introduction to Purchasing Fundamentals
- Inventory policies and service levels
- Regional and international case studies

Day 2 Core concepts and terminology
- Supplier performance and risk
- Incoterms and logistics contracts

Day 3 Basic methods and tools
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- Checklists and templates to take away

Day 4 Working safely and correctly
- Category and sourcing strategy
- Group discussion and peer review

Day 5 Practical exercises and review
- Total cost of ownership
- Measurement and reporting

Day 6 Advanced techniques and specialist practice
- Complex cases in depth
- Hands-on workshop on a workplace challenge

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
- Common mistakes and how to avoid them

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)
13–24 Jun 2027	10-day classroom	Riyadh	Arabic	8,950
18–22 Jul 2027	5-day classroom	Jeddah	Arabic	4,750
4–8 Oct 2027	5-day online	Live online	Arabic	2,950
8–12 Nov 2027	5-day classroom	Abu Dhabi	Arabic	4,750
17–28 Jul 2028	10-day online	Live online	Arabic	5,450
9–13 Oct 2028	5-day classroom	Istanbul	English	4,750
20–24 Nov 2028	5-day classroom	Abu Dhabi	English	4,750
3–14 Dec 2028	10-day classroom	Riyadh	Arabic	8,950
19–23 Feb 2029	5-day classroom	Vienna	English	4,750
13–24 May 2029	10-day classroom	Muscat	English	8,950

Dates	Format	City	Language	Fee (USD)
12–16 Nov 2029	5-day classroom	Dubai	English	4,750
3–7 Dec 2029	5-day online	Live online	English	2,950
4–8 Mar 2030	5-day classroom	Dubai	English	4,750
7–18 Apr 2030	10-day classroom	Riyadh	English	8,950
20–24 May 2030	5-day classroom	Abu Dhabi	Arabic	4,750
18–29 Nov 2030	10-day online	Live online	English	5,450

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