



## Training Course Information Form

### Course Information

**Course Name:** Procurement Management

**Institute/Centre:** Port Training Institute      **Course Code:** M22

**Type:**       Program       Course       Workshop

**Course Duration:**       5 Days       3 Days       1 Days       Other

**Course Conducted:**       Local       International      Indicate: A.R.E

**Course Venue:** Anywhere

**Course Language:**       English       Arabic       Both       Other

### Course Description

#### Course Outlines:

1. Administrative organization to manage the purchasing and its relationship to other departments.
2. Definition of the procurement function: concept - characteristics - its principles.
3. Principles and rules of local procurement (procurement methods - procedures - regulations).
4. Procurement and its relationship to the external foreign trade.
5. Incoterms, and letters of guarantee.

#### Course Objectives:

- Provide participants with the concepts of modern scientific and practical methods and procurement methods used, to increase our competence in the exercise of this vital function.

**Course Includes:**       Theoretical       Fire Training Module       Laboratory  
                                  Workshop       Site Visit

**Course Prerequisites:**      • Develop the skills of managers departments

**Who Should Attend:** Distinguished specialists and heads of departments and department managers and general managers in the units of the various sectors of trade organizations.

**No. of Participants/Course:**       5-10       10-15       15-20       Other

#### Qualifications of Participants:

- Collage Certificates

**No. of Lecturer:**       1       2       5

**No. of Assistance:**       1       2       3

**Course Facilities**

- White Board     V. Projector     Data Show     PC     Manual  
 Books     Handouts     Flip Charts     S/W     Other

**Course Evaluation**

- Written Examination     Written Report(s)     Oral Presentation     Attendance  
 Delegates Participation

**Certificate Issue:**

- Local Premises     AASTMT     International

**Course Registration**

- Admission and Registration

Department at the Port

**Registration:**

Training Institute

Online

Other

Beside Gate No. 27 - Outside

Customs Area, Alexandria Port

**Documents Required:**

Registration Form

ID/Passport Copy

Photo