



Training Course Information Form

Course Information

Course Name: Integrated Skills in International Procurement

Institute/Centre: Port Training Institute **Course Code:** M70

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. Purchase function, importance, methods and procedures of purchase.
2. The concept and importance of selecting sources of supply and the conditions to be met.
3. International payment methods (letters of guarantee and letters of credit).
4. Logistics services in procurement procedures (bill of lading and its impact on international transport).

Course Objectives:

- To provide participants with the importance of the procurement function, to know the methods and procedures of international purchase, international payment methods, types of letters of guarantee, letters of credit and their parties.

Course Includes: Theoretical Fire Training Module Laboratory
 Workshop Site Visit

Course Prerequisites: Not Required

Who Should Attend: Procurement and Warehouses

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

Qualifications of Participants:

- At Least Average

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