



## Training Course Information Form

### Course Information

**Course Name:** Procedures for Stores and Purchases

**Institute/Centre:** Port Training Institute **Course Code:** M32

**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. The procurement function and its importance and its relationship with other departments.
2. Methods and procedures of purchase and selection of sources of supply and conditions.
3. The basic concepts of the stores and stock items.
4. Storage procedures and determine the optimal economic size and quantity.
5. Inventory control and business inventory and types.

#### Course Objectives:

- Develop the skills of participants by providing them with modern methods and concepts for business purchase.
- Identify the different methods and procedures for purchase, as well as acts of warehouses and storage, including raising the competence in the practice of their jobs and try to find the appropriate solutions that you meet during the performance of work.

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

**Course Prerequisites:** None

**Who Should Attend:** Warehouse management and procurement

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

#### Qualifications of Participants:

- Average at least

**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