

THE INSTITUTE OF COMMERCIAL MANAGEMENT

## SUBJECT SYLLABUS



PURCHASING & MATERIALS MANAGEMENT

28 MARCH 2006

## **Scheduling Parts for Manufacturing Projects:**

- Scheduling Framework
- Collating Material Requirements
- Line of Balance
- Computer Solutions

## **Purchasing – Principles & Initial Ordering:**

- Purchasing & Materials Control
- Purchasing Cycle
- Purchase Order; Commercial Conditions of Purchase
- Incoterms
- Specifying the Goods
- Timing of Orders & Deliveries
- Purchase Quantities

## **Purchasing – Post Order Activities & Materials Control:**

- Purchase Order Amendments
- Expediting
- Shortages
- Pareto Principle & Stock Management
- Project or Stock Purchasing
- Project Purchasing as a Condition of Contract
- Stores Administration
- Materials Management as Shared or Common Service

## **Purchasing – Procedures for Capital Projects:**

- The Purchasing Organisation
- Purchase Control Schedules
- Purchase Specifications
- Purchase Enquiries
- Bid Evaluation
- Purchase Requisitions & Orders
- Specification
- Enquiry & Order Numbers
- Quality & Progress
- Vendors' Documents
- Shipping, Port & Customs Formalities
- Purchase Order Status Reports

## **Reading List**

### **Main Text:**

Project Management - Dennis Lock (Gower)

### **Alternative Texts and Further Reading:**

Purchasing Systems & Records - P Baily (Gower)