



FMM CERTIFICATE IN PROCUREMENT AND INVENTORY MANAGEMENT

INTRODUCTION

FMM Certificate in Procurement and Inventory Management is specially developed to upgrade the theoretical operational skills of the current workforce in handling procurement and inventory management in various sectors. This program enables participants to understand the roles and functions of purchasing/procurement and inventory management to maximize profit and productivity. Participants will be equipped with the ability to find the right supplies at the best prices without sacrificing quality and service.

OBJECTIVES

- Understand the functions of purchasing and purchasing support tools
- Examine the various elements involved in making purchasing decisions
- Apply negotiation techniques in effectively executing the task of getting the best deal in purchasing of materials and services
- Develop skills in inventory management.

ADMINISTRATIVE DETAILS

Date : November 3, 4, 5, 10 & 11, 2025

Time : 9.00 am to 5.00 pm

Venue: FMM Selangor & Kuala Lumpur Branch

Course Fee:

Member: RM 3,375 Per pax

Non-Member: RM 4,050 Per pax Fees

INCLUDE 8% Service Tax

(Fees include course materials, Refreshments and Certificate of Attendance)

COURSE CONTENT

- **Module 1** – Overview of Purchasing, Purchasing Modes and Organisation
- **Module 2** – Procedures, Documentation and Records
- **Module 3** – The Economics of Purchasing and Support Tools
- **Module 4** – Negotiation Techniques, Sourcing and Approaches to Supply
- **Module 5** – Cost, Prices and Value Analysis
- **Module 6** – Computer-Based Purchasing Systems and Purchasing Quality
- **Module 7** – Inventory and Least Total Cost Logistics

WHO SHOULD ATTEND

Managers, Team Lead, Executives, Planner, Controller, Supervisors and whose are involved in the planning production and operations.

CERTIFICATION

Upon successful completion of the course and its coursework, participants will be awarded the FMM Certificate in Production Planning And Control. Participants who have attended at least 80% of the programme will be awarded a Certificate of Attendance.

For further inquiries please contact :

Nurul Farhanah /Azrini

FMM Institute Selangor & Kuala Lumpur Branch

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azrini@fmm.org.my

Visit us at: www.fmm.edu.my / www.fmm.org.my

REGISTRATION FORM

FMM CERTIFICATE IN PROCUREMENT AND INVENTORY MANAGEMENT

November 3, 4, 5, 10 & 11, 2025

FMM SELANGOR & KUALA LUMPUR BRANCH

FMM Institute Selangor (SST No: W10-1901-32000105 | **COID: (475427W_SELANGOR)**

Email: nurul_farhanah@fmm.org.my / azrini@fmm.org.my

Tel: 03-5569 2950/4471/4171

Please register the following participant(s) for the above programme:

1. Name	Designation	Email
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Nationality	IC/Passport No.
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2. Name	Designation	Email
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Nationality	IC / Passport No.
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(If space is insufficient, please attach a separate list)

Disclaimer

Registration is on a first-come first-served basis. All cancellations must be made in writing. There will be no charge for cancellation, which is received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the programme fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the programme fees. If the participant fails to attend the programme or less than 75% attendance, the full programme fees are payable. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes.

We hereby confirm that (Please tick accordingly):

☐ We will be claiming from HRD Corp, and full payment will be made to FMM Institute if there is no disbursement from HRD Corp under any circumstances.

☐ We will NOT BE CLAIMING from HRD Corp. Payment will be made to account payee FMM Institute by cheque or bank transfer to Maybank Account No 5-62106-64719-2

Submitted by:

Name:	Designation:
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Email:	Company:
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FMM Membership No:	My Corporate Identity No:
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Company Address:

Tel No:	Fax No:	Date:
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