



# Certified Purchasing and Material Management Professional VS-1260

**Vskills Certifications**

**Vskills Brochure**



Skills for a secure future

# Certified Purchasing and Material Management Professional

## Certification Code VS-1260

Every organization big or small depends on materials and services from other organizations to varying extents. These materials & services are obtained through exchange of money and the physical arrangement of it all. This function of business is responsible for the coordination of planning, sourcing, purchasing, moving, storing and controlling materials in an optimum manner so as to provide service to the customers at a pre-decided level and minimum cost. This concept is coined as Purchasing & Material Management.

## Why should one take this certification?

Earning Vskills Purchasing and Material Management Professional Certification can help candidate differentiate in today's competitive job market, broaden their employment opportunities by displaying their advanced skills, and result in higher earning potential.

## Who will benefit from taking this certification?

This Course is intended for executives, senior executive and managers working in purchase or material management departments, wanting to excel in their chosen areas. It is also well suited for those who are already working and would like to take certification for further career progression.

## Test Details

- **Duration:** 60 minutes
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%)

There is no negative marking in this module.

## Fee Structure

Rs. 3,999/- (Excludes taxes)\*

\* Fees may change without prior notice, please refer <http://www.vskills.in> for updated fees

## Table of Contents

### **1. Purchase Management**

- 1.1 Objectives of Purchasing
- 1.2 Functions and responsibilities of Purchase Department
- 1.3 Methods of Purchasing
- 1.4 Purchase Organization Structure
- 1.5 JIT Purchasing
- 1.6 Agile Purchasing
- 1.7 Sustainable Purchasing
- 1.8 Green Purchasing

### **2. Strategic Management**

- 2.1 What is Strategy
- 2.2 Organizational Strategy
- 2.3 Strategy Development
- 2.4 Strategic Management Process
- 2.5 Strategic Sourcing
- 2.6 Strategic Management Tools
- 2.7 Strategic Role of Purchasing
- 2.8 Procurement Portfolio Management
- 2.9 Kraljic Portfolio Purchasing Model

### **3. Sourcing Strategy**

- 3.1 Sourcing Strategy Basics and Types
- 3.2 Low-cost Country Sourcing
- 3.3 Global Sourcing
- 3.4 Offshore Outsourcing
- 3.5 Outsourcing
- 3.6 Sourcing Advisory

### **4. Ethics in Procurement**

- 4.1 What is Ethics?
- 4.2 Ethics and Procurement
- 4.3 Why Ethical
- 4.4 Ethical Concepts and Principles in Procurement
- 4.5 Unethical Practices Signs
- 4.6 Unethical Practices Prevention Tools
- 4.7 Ethical Procurement Requirements

### **5. Materials Management**

- 5.1 Objectives of Materials Management
- 5.2 Functions of Materials Management
- 5.3 Organization of Materials Management
- 5.4 Need, Scope and Functions of Integrated Material Management

## **6. Material Planning**

- 6.1 Need for Material Planning
- 6.2 Factors affecting Material Planning
- 6.3 Tools of Material Planning
- 6.4 Principles and Procedure for Material Planning
- 6.5 Basic Concepts of MRP (Material Requirements Planning)
- 6.6 MRP Processing
- 6.7 Computer Application to MRP Process
- 6.8 MRP reports - Database recording and maintenance
- 6.9 Independent and dependent MRP system

## **7. Materials Budgeting**

- 7.1 Basic Concepts of Materials Budgeting
- 7.2 Factors affecting Materials Budget
- 7.3 Materials Budgeting and Accounting

## **8. Vendor Management**

- 8.1 Supplier Strategy
- 8.2 System of Vendor evaluation
- 8.3 Parameters for evaluation of Vendors Performance
- 8.4 Social Audit
- 8.5 Total Evaluation
- 8.6 Vendor Negotiation
- 8.7 Guidelines for Purchases through Tender and Negotiations
- 8.8 Purchase Review

## **9. Contract Management**

- 9.1 Contract Definition
- 9.2 Contract Elements
- 9.3 Indian Contract Act
- 9.4 Contract Management
- 9.5 Contract Lifecycle Management
- 9.6 Automating Contract Management
- 9.7 Change Management
- 9.8 Contract Compliance
- 9.9 Procurement and Contract Management
- 9.10 Purchase & Tender procedure

## **10. Material Classification, Standardisation and Codification**

- 10.1 Material Classification for Variety Reduction
- 10.2 Basic Concepts of Codification
- 10.3 Systems of Codification
- 10.4 Classification by Codification
- 10.5 Objectives and Scope of Standardization
- 10.6 Simplification or Variety Reduction
- 10.7 Levels of Standardization

## **11. Inventory Management**

- 11.1 Types of Inventory
- 11.2 Types of Inventory Costs and Factors affecting Inventory
- 11.3 Inventory Management Models
- 11.4 Techniques of Inventory Control
- 11.5 Inventory Performance Measurement
- 11.6 Inventory Management Tools

## **12. Forecasting**

- 12.1 Introduction to Forecasting
- 12.2 Forecasting Models
- 12.3 Weighted Moving Average
- 12.4 Causal Forecasting Models
- 12.5 Linear Regression Analysis
- 12.6 Multiple Regression Analysis
- 12.7 Other Forecasting Methods
- 12.8 Forecast Error
- 12.9 Forecast Evaluations
- 12.10 Forecast Management

## **13. Quality Management and IT**

- 13.1 Quality Management
- 13.2 Lean
- 13.3 5S
- 13.4 Quality Standards
- 13.5 Tally.ERP 9
- 13.6 SAP ERP
- 13.7 Cloud Computing

## Sample Questions

1. A System that keeps track of each withdrawal or addition to inventory continuously is.

- A. A perpetual inventory system.
- B. A fixed quantity system.
- C. A continuous inventory system.
- D. A fixed period system.

2. Which of the following is NOT a type of inventory?

- A. Finished goods
- B. MRP
- C. Raw material
- D. Work-in-process

3. MPS stands for:

- A. Master Production Schedule
- B. Master Planning System
- C. Material Planning System
- D. Material Production Schedule

4. Enterprise Resource Planning (ERP) is.

- A. Severely limited by current MRP computer systems
- B. Not related to MRP
- C. An advanced MRP II system that ties-in customers and suppliers
- D. Not currently practical

5. MRP stands for:

- A. Manufacturing Resource Planning
- B. Master Resources Production
- C. Management Reaction Planning
- D. Materials Requirements Planning

**Answers: 1 (A), 2 (B), 3 (A), 4 (A), 5 (D)**

## Certifications

### ➤ Accounting, Banking and Finance

- Certified AML-KYC Compliance Officer
- Certified Business Accountant
- Certified Commercial Banker
- Certified Foreign Exchange Professional
- Certified GAAP Accounting Standards Professional
- Certified Financial Risk Management Professional
- Certified Merger and Acquisition Analyst
- Certified Tally 9.0 Professional
- Certified Treasury Market Professional
- Certified Wealth Manager

### ➤ Big Data

- Certified Hadoop and Mapreduce Professional

### ➤ Cloud Computing

- Certified Cloud Computing Professional

### ➤ Design

- Certified Interior Designer

### ➤ Digital Media

- Certified Social Media Marketing Professional
- Certified Inbound Marketing Professional
- Certified Digital Marketing Master

### ➤ Foreign Trade

- Certified Export Import (Foreign Trade) Professional

### ➤ Health, Nutrition and Well Being

- Certified Fitness Instructor

### ➤ Hospitality

- Certified Restaurant Team Member (Hospitality)

### ➤ Human Resources

- Certified HR Compensation Manager
- Certified HR Staffing Manager
- Certified Human Resources Manager
- Certified Performance Appraisal Manager

### ➤ Office Skills

- Certified Data Entry Operator
- Certified Office Administrator

### ➤ Project Management

- Certified Project Management Professional

### ➤ Real Estate

- Certified Real Estate Consultant

### ➤ Marketing

- Certified Marketing Manager

### ➤ Quality

- Certified Six Sigma Green Belt Professional
- Certified Six Sigma Black Belt Professional
- Certified TQM Professional

### ➤ Logistics & Supply Chain Management

- Certified International Logistics Professional
- Certified Logistics & SCM Professional
- Certified Purchase Manager
- Certified Supply Chain Management Professional

### ➤ Legal

- Certified IPR & Legal Manager
- Certified Labour Law Analyst
- Certified Business Law Analyst
- Certified Corporate Law Analyst

### ➤ Information Technology

- Certified ASP.NET Programmer
- Certified Basic Network Support Professional
- Certified Business Intelligence Professional
- Certified Core Java Developer
- Certified E-commerce Professional
- Certified IT Support Professional
- Certified PHP Professional
- Certified Selenium Professional
- Certified SEO Professional
- Certified Software Quality Assurance Professional

### ➤ Mobile Application Development

- Certified Android Apps Developer
- Certified iPhone Apps Developer

### ➤ Security

- Certified Ethical Hacking and Security Professional
- Certified Network Security Professional

### ➤ Management

- Certified Corporate Governance Professional
- Certified Corporate Social Responsibility Professional

### ➤ Life Skills

- Certified Business Communication Specialist
- Certified Public Relations Officer

### ➤ Media

- Certified Advertising Manager
- Certified Advertising Sales Professional

### ➤ Sales, BPO

- Certified Sales Manager
- Certified Telesales Executive

**& many more job related certifications**

Contact us at :

**Vskills**

011-473 44 723 or [info@vskills.in](mailto:info@vskills.in)

[www.vskills.com](http://www.vskills.com)