

# Course- Purchasing and Storekeeping (applied component)academic year 2018-19

Objectives – To make the syllabi of purchasing and storekeeping subject to be useful academic tool to enhance ones career and to attract attention of learner towards developing areas of business

# Module I

- 1 Materials management and material requirement planning
- Material management – definition, concept, importance , objectives, functions, scope, responsibilities of materials manager, interdepartmental relationship
- Materials budget- purpose, procedure and factors
- M.R.P- concept, need, objectives and factors

# Module II

- Materials research and E- material management
- Meaning, definition, need, importance, scope and functions
- E- materials management – concept, application, and operation , uses and advantages , types of material
- Coding and standardization- nature, methods, and advantages of codification , standardization- nature and importance

# Module III

- Scientific purchasing
- Purchase department – types of buyers, personality traits for purchase executive , functions of purchase dept, records maintain by purchase dept
- Scientific purchasing- meaning, importance, objectives, principles, purpose, policies
- Suppliers- source of suppliers – selection of suppliers, methods. Vendor rating and development

# Module IV

- Purchase procedure- make or buy or import decision, buyer and seller relationship- techniques. Ethics in buying – principles , purchase method, documentation,
- National purchase procedure- steps, purchase requisition, quotations- types. Invoice – types and different methods of payment , legal aspects of contract- contents and clauses
- International purchase procedure-need, indent house functions and services offered by indent house- procedure of importing, documents, emerging trends in purchasing