



Training Seminars & Conferences



An Intensive 5-Day Training Seminar On

# Effective Expediting

## Monitoring, Controlling and Improving Timely Supplier Deliveries

28 Mar - 01 Apr 2021, Dubai  
14 - 18 Nov 2021, Dubai



 View Details

# Effective Expediting

## Monitoring, Controlling and Improving Timely Supplier Deliveries

### INTRODUCTION

The requirement of on-time delivery each and every time is critical to businesses. Late deliveries will have considerable impact on the buying company's performance. Expediting has a pivotal role in undertaking or coordinating a range of activities if the deliveries are to be on time. Effective Expediting is therefore directly linked to the overall success of the company's complete supply process.

In this EuroMaTech training course the importance of Effective Expediting is emphasised and techniques are provided to monitor, control and improve supplier on-time delivery. These include methods to apply pressure to suppliers to ensure they fulfil their obligations. Attendees will leave motivated and confident to positively manage delivery and other crucial aspects of supplier performance.

Participants will develop the following competencies:

- Recognise where Expediting sits within the overall procurement and supply process
- Describe the factors that determine the nature and frequency of expediting to be applied to a purchase order
- Appreciate the difference between activity and progress
- Identify what needs to be done at each step in the delivery process – *from supplier's premises to receipt at company site*
- Understand the value of effective communications with many groups during the delivery period
- Assess their own expediting skills, knowledge and understanding

### WHO SHOULD ATTEND?

- Expeditors working in company offices – *and those that visit suppliers' premises during the delivery period*
- Staff in end-user departments – *to understand the difficulties of getting on-time deliveries*
- Staff in logistics roles – *to see ways their activities interface with effective expediting*
- Newly engaged Procurement and Supply staff – *to understand the 'post-order' activities as part of their Induction programme*

### PROGRAMME OBJECTIVES

- Expedite and co-ordinate a range of projects
- Understand Effective Expediting and the use of tools and techniques
- Understand the overall procurement and supply process
- Evaluate the nature and frequency of expediting vs a purchase order
- Understand the difference between activity and progress
- Create effective communications with many groups during the delivery period
- Apply expediting skills, knowledge and understanding against a model profile

### TRAINING METHODOLOGY

The Effective Expediting training course will utilise a variety of proven highly interactive adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes facilitated group and individual exercises, case studies, role-play, videos. The instructor will also facilitate learning by encouraging the delegates to test and critically appraise any theories and concepts on the training course.

### PROGRAMME SUMMARY

The EuroMaTech training course will feature an overview of the total procurement process, factors influencing the type and frequency of expediting to be applied to a purchase order, typical activities and deliverables that need to be expedited during delivery of order, developing a proactive role for "desk" expeditors, selection and mobilization of 'field / works' expeditors, assessing progress – *'will the delivery be on time'*.

# PROGRAM OUTLINE

## DAY 01

### Overview of the Total Procurement Process

- What is the role of Procurement and Purchasing?
- Understand the types and frequency of expediting for purchase orders
- Evaluate the activities and deliverables expedited during delivery of an order
- Supplier Relationship Management
- Supplier Positioning

## DAY 02

### Developing a Pro-Active Role for Desk Expeditors

- Understanding Critical Activity
- Record keeping and reporting
- Personality, Persistence & Persuasion
- Effective expeditor
  - » Getting the Right Attitude of Mind
  - » Developing Personal Skills

## DAY 03

### Evaluating Transportation for Effective Expediting

- The Role of Transportation in Logistics
- International Commercial Terms in transportation and the liabilities
- Customs documentation and management
- Hazardous materials, Health & Safety and
- Emergency Management

## DAY 04

### Vendor Rating / Performance Measurement

- Quantitative and Qualitative Methods
- What Should We Measure?
- Performance Weighting
- Vendor Rating Models
- Contractual Performance Levels
- Performance Improvement

## DAY 05

### Legal Aspects of Expediting

- Common Law and Legislation
- How the Law Impacts on Purchasing
- Formation of Contract
- Sale of Goods
- Damages
- Penalty Clauses, Liquidated Damages

## IN-HOUSE TRAINING

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on [inhouse@euromatech.ae](mailto:inhouse@euromatech.ae) for further information and/or to receive a comprehensive proposal.

## QUALITY CERTIFICATIONS & ACCREDITATIONS

EuroMaTech is proud to be associated with the following accreditation bodies:



The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

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✓	Date	Venue	Fee(\$)
	28 Mar - 01 Apr 2021	Dubai	US\$4,950
	14 - 18 Nov 2021	Dubai	US\$4,950

*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).\**

### Your Details

Name (Mr/Ms):.....  
Position:..... Organisation:.....  
Address:.....  
.....  
City / Country: .....  
Telephone / Fax: .....

### Mode Of Payment

- Please find enclosed a cheque made payable to EuroMaTech  
 Please invoice me  
 Please invoice my company as follows:

Contact Name: .....  
Company Name: .....  
Address:.....

#### Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition, a special note pad to facilitate note taking will be provided.

#### Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

#### Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

#### Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

#### Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

#### Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

#### Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

**\*VAT Announcement:** The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

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