



FMM CERTIFICATE IN PROCUREMENT AND INVENTORY MANAGEMENT

Date: 24 Jan – 14 Feb 2026



The FMM Certificate in Procurement and Inventory Management is designed to equip participants with practical knowledge and essential skills in the fields of procurement and inventory management. This comprehensive programme covers fundamental and advanced aspects of purchasing processes, negotiation strategies, sourcing techniques, inventory control, and cost management. Participants will gain insights into how procurement and inventory functions contribute to maximising profit, reducing costs, and increasing organisational productivity.

By the end of this programme, participants will have the capability to source the right supplies at competitive prices without compromising on quality or service. They will also develop critical skills in managing inventory efficiently to support smooth business operations.

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

**SBL Khas
Scheme**

**Training Provider ID:
475427W_PENANG**

**Training Programme
No:
10001385028**

WHO SHOULD ATTEND

This certificate programme is ideal for:

- Procurement and Purchasing Executives
- Officers and Assistants involved in Purchasing, Procurement, or Inventory Control
- Store and Warehouse Personnel
- Clerical staff supporting procurement or inventory operations
- Individuals aspiring to build a career in Procurement and Inventory Management

Whether you are new to the field or seeking to enhance your existing skills, this programme provides valuable knowledge and practical tools to excel in procurement and inventory functions.



COURSE 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

FMM CERTIFICATION

Upon successful completion of the course and its coursework, participants will be awarded the Certificate of Achievement. Participants who have attended at least 80% of the programme will be awarded a **Certificate of Attendance**.

COURSE DURATION

Number of Contact Days: 5 days
Lecture Days: Saturday & Sunday

ADMINISTRATIVE DETAILS

Date: 24, 25 Jan, 7, 8 & 28 Feb 2026
Assignment: 20 March 2026
Time: 9.00 am - 5.00 pm
Venue: Remote Online (Zoom & Talent LMS)

COURSE FEES

FMM Members - RM3,150.00 per participant
(RM3,402.00 inclusive 8% SST)

Others - RM3,450.00 per participant
(RM3,726.00 inclusive 8% SST)

Complimentary: Course materials, Certificate of Attendance, Certificate of Achievement & Transcript

For further information, kindly contact: Sharrlini / Remes / Tel: 04 – 399 2057
Fax : 04-399 4863 E-mail :sharrlini@fmm.org.my / remes@fmm.org.my

Registration Form

Completed registration form, faxed, mailed or e-mailed to FMM Institute would be deemed as confirmed. There will be no refund or cancellation within 2 days prior to the programme, 50% refund for cancellation between 3 – 6 days and full refund for cancellation 7 days prior to the programme. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to cancel or re-schedule the above programme and all efforts will be taken to inform participants of the changes. *Closing date for registration is on **9 May 2025**.*

A. PARTICIPANT PARTICULARS (To be completed in BLOCK LETTERS)

Full Name (Mr./Ms): _____ NRIC No. : _____
Designation: _____ E-mail Address: _____
Tel No. (O): _____ Fax No. : _____ H/P No: _____
Working Experience/Years: 1) _____ 2) _____

Correspondence address (To be filled if self-sponsored): _____

Qualification: SPM Certificate Diploma Degree Others: _____

B. SUBMITTED BY (To be filled if sponsored by company)

Name (Mr./Ms): _____ Designation: _____
Name of Company: _____ FMM Membership No: _____
Address: _____ Tel No. : _____
_____ Fax. No.: _____
_____ E-mail Address: _____



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Training Schedule

No	Date	Day	Time	Topic
1	24 Jan	Sat	9.00am-5.00pm	- Overview of Purchasing, Purchasing Modes and Organisation - Procedures, Documentation and Records
2	25 Jan	Sun	9.00am-5.00pm	The Economics of Purchasing and Support Tools
3	7 Feb	Sat	9.00am-5.00pm	- Negotiation Techniques, Sourcing and Approaches to Supply - Cost, Prices and Value Analysis
4	8 Feb	Sun	9.00am-5.00pm	Computer-Based Purchasing Systems and Purchasing Quality
5	28 Feb	Sat	9.00am-5.00pm	Inventory and Least Total Cost Logistics
20 March		Fri	Assignment Submission	

The Trainer

Pn Siti Zaleha Ismail (740705-05-5188) possesses an MBA from UKM, a BBA (Hons) in Retail Management and a Diploma in Banking, both from UiTM. She has more than 15 years of working experience in the fields of training and development, retail, purchasing and procurement. She began her career with Guardian Pharmacy as a Retail Executive and moved on to PLUS Expressway Bhd as the Management Executive (Contract & Procurement) and grew steadily to be the Assistant Manager of Purchasing and Inventory. After leaving PLUS Expressway, she moved on to an Oil and Gas Services Company as the Head of Department/Deputy Senior Manager Group Human Resources. Pn Siti has been actively involved in public training since 2003 and her area of expertise includes Organisational Development/Change Management, Training & Development, Purchasing, Supply Chain Management, Logistic Management and Retail Management. She was the Internal Trainer for PLUS Expressway and has conducted numerous purchasing and inventory related for its employees. On top of that, she was also invited to conduct training on Mind Aviation/Motivational and Cross Cultural, Gender & Religion for National Service Programme. She is also a part-time Lecturer for Open University Malaysia and Institute Putra, Malacca.