

**VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT**  
**PURCHASING AND MATERIALS MANAGEMENT**

**Objective:**

The key objective of this course is to acquaint the students with decision – making for effective and efficient purchase, storage and flow of materials in manufacturing and service organizations. Cost reduction techniques in pre-purchase, purchase and post purchase systems; Modern material planning and delivery systems like MRP and JIT and material handling and logistics and systems.

**Contents :**

Role of purchasing and materials management – Objectives , Organization and interrelationships, determination and description Of material quality ,Material planning in Push and Pull system , MRP and JIT ;Determination and description of material quality – Receiving and Incoming quality inspection , Acceptance sampling plans , Vendor process capability ,Cost reduction techniques , Standardization , simplification & variety reduction ; value analysis and engineering, Make or buy decisions, Purchasing research, Source of supply , Price determination and Negotiation , Vendor rating , selection and Development ,Legal aspects of purchasing , public purchasing and Tendering , International purchasing – procedures and Documentation , Purchasing of capital equipment – Appraisal methods , evaluating suppliers efficiency ,stores layout , classification and codification ; material logistics ,warehousing management , Material Handling , Traffic and Transportation , Disposal of scraps ,surplus and obsolete materials , Inventory control of spare parts , Materials Information system .

**Reference:**

1. Ansari A. and Modarress B. JIT Purchasing, new York, Free Press, 1990.
2. Baily P. etc. Purchasing Principles and Management, London, Pitmann, 1994.
3. Burt, David N. Proactive Procurement. Englewood Cliffs, New Jersey, Prentice Hall Inc.1994.
4. Dobler, D.W. etc. Purchasing and Material Management, New York, McGraw Hill, 1990.