



**Brilliant
Minds Force**
CONNECTING EDUCATION TO INDUSTRY

OPRI301

Purchasing Fundamentals

A practical purchasing and procurement program for schools, colleges, and workforce initiatives.



OVERVIEW

BMF Purchasing Fundamentals equips learners with foundational procurement knowledge, vendor management skills, purchasing process understanding, documentation and record-keeping, negotiation awareness, and practical exposure to BMF ERP purchasing activities. The program prepares learners for business operations, procurement support, and supply chain pathways.

 brilliantmindsforce.com

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WHY INSTITUTIONS CHOOSE THIS COURSE

- Practical, career-connected purchasing curriculum
- Supports business operations and support activities
- Includes ERP-based applied learning activities
- Builds cost-effective, vendor evaluation and documentation skills

WHAT THE PROGRAM COVERS

- 1 Introduction to Purchasing
- 2 The Purchasing Process
- 3 Supplier Management
- 4 Purchase Requisition and Order Management
- 5 Quality Control and Returns
- 6 Negotiation and Cost Management
- 7 Technology in Purchasing
- 8 Case Studies and Real-World Applications
- 9 The Impact of the Purchasing Department on Other Company Departments

INSTRUCTIONAL APPROACH

- Slide-based reading
- Podcasts and audio lessons
- Video lessons

Students can choose the format that works best for their learning style.

LEARNING OUTCOMES

- Learn how to support cost control, supplier selection, documentation, and procurement decisions.
- Understand how Incoterms, landed cost, quality control, and returns affect purchasing decisions.

INSTITUTIONAL FIT / IDEAL FOR

- Trade Schools
- High Schools
- Colleges & Universities
- Workforce Development Programs
- Technical and Career Readiness Programs



DURATION

Flexible



FORMAT

Online, blended, or guided implementation



LANGUAGE

English / Spanish



CERTIFICATE

BMF Certificate of Achievement



LEVEL

Entry Level

Equip learners with practical Purchasing knowledge

Ask about implementation, customization, and multi-format delivery.

ENGAGE
STUDENTS

BUILD
CONFIDENCE

PREPARE FOR THE
FUTURE

CREATE LASTING
IMPACT