

Title of the Course	PLANNING AND ORGANIZING PROCUREMENT		
Amount in credit points/ECTS)	2/3	Volume (in hours)	80
Prior knowledge	Basics of Logistics; Economic and transport geography		
Science Sector			
Science Subsector			
Summary of academic hours	Amount (academic hours)		
Distance learning	40		
Contact hours / video lessons	8		
Exercises, self – assessment questions and tests	14		
Individual work/ discussions in distance	16		
Exams/tests	2		
1st level professional study programme	Business Logistics		
Author(s) of the course	Mg.oec. Alisa Lāce, Rolands Birģelis		
Lecturer(s) of the course	Rolands Birģelis		
Goal of the course:	To provide students with theoretical knowledge, practical skills and competences in organizing and planning procurement in logistics		
Requirements for obtaining credit points (structure of course evaluation):	<p><u>The final evaluation is calculated:</u> Moodle discussion/tasks – 50% Exam – 50%</p> <p><i>For obtaining final evaluation, both activities should hold successful evaluation – not below 4 points.</i></p> <p><i>Final evaluation is the average grade in 10-point system, in proportion of percentage distributed amongst both activities</i></p>		
Study Results			
1. <i>Knowledge:</i> 1.1. A student names and describes the procurement procedure and respective costs; 1.2. Students name and describe the types of procurement. 2. <i>Skills:</i> 2.1. A student plans and organizes procurement applying procurement procedure, organizing work with suppliers and defining procurement costs. 2.2. A student organizes and controls order completion. 3. <i>Competences:</i> 3.1. A student finds, selects and assesses the necessary data of procurement execution. 3.2. A student applies the regulation of INCOTERMS 2020 for the procurement execution, understands the responsibilities and risk taking moment			
Content of the Course			

No.	Subjects	Contact hours, video, audio lessons	Distance learning	Exercises, self-assessment questions and tests	Individual task – remote discussion. Description of the individual task is available in the E-studies	Exam
1.	Basic principles and meaning of procurement	8	5	1	2	2
2.	Procurement planning		5	1	2	
3.	Market analysis and identification of potential suppliers		5	2	2	
4.	Evaluation and selection of suppliers		5	2	2	
5.	Purchase price determination		5	2	2	
6.	Procurement costs		5	2	2	
7.	Establishment of cooperation with the supplier		5	2	2	
8.	Contract performance monitoring and evaluation		5	2	2	
TOTAL:		8	40	14	16	2
80						

Mastering the course and successfully passing examination, student is capable of (*knowledge, skills and competencies*)

Study Results:	Evaluation Criteria		
	(40-69%)	(70-89%)	(90-100%)
Knowledge	Recognize theoretical terminology	Name theoretical terminology and apply in practice	Define theoretical terminology and apply in practice based on justified opinion
Skills	Complete work tasks given the samples, with difficulties complete situation tasks	Independently complete work tasks given the samples, complete non-standardized situation tasks, analyse the gained results	Independently complete work tasks given the samples, complete non-standardized situation tasks, analyse the gained results and put

			forward recommendations for reaching better results based on the completed calculations
Competences	With difficulties choose the task completion object. With difficulties get data set. Generally define possible risks. Take decisions.	Independently choose the task completion object. Independently get data set. Take justified decisions based on the gained results. Can solve problems during task completion.	Independently and creatively choose the task completion object. Independently get data set by using different data source, including communication with logistics service providers. Select and assess data set. Define and assess the possible risks and can justify the taken decisions, based on gained data. Can solve problems during task completion.

Acknowledgement of the obtained study results

Study Results	1.	2.	3.
Evaluation Method			
Moodle discussions/tasks	X	X	X
Exam	X	X	X

Core Literature

1. Praude V. (2013) Loģistika. Rīga: Burtene, 560 lpp

Additional Literature

1. A. J. van Weele (2018). Purchasing & Supply Chain Management, Cengage Learning EMEA; 7th edition
2. Kenneth Lysons, Brian Farrington (2020). Procurement and Supply Chain Management Pearson; 10th edition
3. Latiševs V. (2008). Praktisks palīglīdzeklis ārējās tirdzniecības darījumu noformēšanai
4. Kēniņš-Kings G. (2000). Modernā apgāde. – Rīga: Valters un Rapa,

Recommended Periodicals

For general use	Valid from 01.03.2021	Version 3	page 3 from 4
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1.	Latvijas Tirdzniecības un rūpniecības kamera https://www.chamber.lv/
2.	International Chamber of Commerce Incoterm rules 2010 https://iccwbo.org/resources-for-business/incoterms-rules/incoterms-rules-2010/