

SCM 7042 (A01/G01) (3.0 CH)
PURCHASING & PROCUREMENT IN SUPPLY CHAINS
FALL 2022

INSTRUCTOR

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| Name: Allan Amundsen | Office Location: |
| Phone: 204-801-3106 | Office Hours: Tuesdays 5:00- 6:00 |
| Email: allan.amundsen@umanitoba.ca | Class Room: TBD |
| a.amundsen@uwinnipeg.ca | Class Time: 6:15-9:30 Tuesdays |

COURSE DESCRIPTION

Purchasing and procurement functions are about much more than bringing goods and services into an organization. They are the foundation of strong, collaborative relationships with suppliers. Since many companies source products from around the globe more frequently than ever, a procurement manager needs strong capabilities. These skills cannot just be learned on the job: they need to be taught. As well, the value of procurement is now recognized as an integral part of cost control within the organization. In this course, you'll learn the basics of procurement, including what a supply chain looks like, the purchasing cycle, essential tools and strategies for making the best purchasing relationships work, managing bids, and more.

COURSE FORMAT AND HEALTH & SAFETY PROTOCOLS

This course will be taught in-person, unless there's a directive from the university that requires us to move to remote delivery. We will observe the health-related safety protocol mandated by the university. Please check the [COVID-19 Updates](#) webpage of the university and the [COVID-19 health and safety protocols](#) to know what is expected of you. The university's policy is also provided later in this course outline.

TECHNOLOGICAL REQUIREMENTS

In the event health mandates or the instructor falling sick for an extended period require switching to remote delivery of classes, you will need a device enabled with a camera and microphone. Further, you will have to be in a location with a stable Internet connection that is strong enough for streaming video. Marks for the class will be based on 3 tests, attendance in class, in-class participation, case hand-in, and final exam. While all of the classes will be by live lectures, as there is a significant number of marks assigned to in-class participation, each week will have the students complete small assignments given out on the Wednesday class and then submitted by the end of Friday that week. The assignment will be discussed on the following Monday's class.

For quizzes/exams that will be administered via the Respondus Lockdown browser, you will need a device (computer or iPad; note that smartphones and Chromebooks will not work) with one of the following operating systems:

- **Windows 10 or 8 (note: will not work with Windows 10S)**
- **MacOS 11.1+ to 10.12**
- **iPad iOS: 11.0+ (will not work with other tablets)**
- Memory: 2 GB RAM
- Hard Disk Space: 200 MB of free hard disk space for program files

You will need the Chrome browser. Other browsers such as Safari will not work.

If you do not have a laptop computer or one that meets the above specifications, please make sure you let your instructor know as soon as possible.

COURSE OBJECTIVES

Program Learning Outcomes addressed by the course:

- Analyze, determine requirements, design, and evaluate the kind of information systems that can help achieve business goals, as well as evaluate the feasibility and optimal implementation of such systems
- Build secure, reliable, and accurate software systems using programming and database skills,
- Apply systems-thinking and design-thinking skills across a broad range of industries and environments
- Solve problems, think critically, communicate effectively verbally and in writing, and make ethical Procurement decisions

COURSE MATERIALS

It is recommended that students also are familiar with concepts of business operations that can be found in the following textbook:

Textbook:

Purchasing and Supply Management

Johnson, F. 16th Edition. McGraw-Hill Irwin. ISBN #9781260548112

STUDENT e-book ACCESS INSTRUCTIONS

1. Go to the Connect course URL: <https://connect.mheducation.com/class/a-amundsen-fall-2020>
2. Enter your **school email address** and complete the brief online registration form that follows.
3. You have three registration options:
 - **Connect Code:** Enter your **Connect access code** and click **REDEEM**.
 - **Purchase Online:** Click **BUY IT** to use a credit card or PayPal.

- **Temporary Access:** Click **ACCESS NOW** for FREE, two-week access. Have questions or need help? Call 1-800-331-5094 or visit: <https://mhedu.force.com/CXG/s/ContactUs>

If you are purchasing an e-text, it is strongly recommended you buy the online server version of it from the Bookstore. An e-text purchased from other vendors may not be accessible during exams.

COURSE ASSESSMENT

Grades will be determined based on the 2 tests, class participation (along with assignments) and one case presentation as follows:

| | |
|------------------------------|-------------------------------|
| Tests: 2 X 15 points | 30% of the total grade |
| Class participation: | 20% of the total grade |
| Group presentation and paper | 20% of the total grade |
| Final Exam | 30% of the total grade |
| Total: | 100% |

| Marks | Letter Grade |
|--------------|--------------|
| 93 and above | A+ |
| 90 – 92.99 | A |
| 85 – 89.99 | B+ |
| 80 – 84.99 | B |
| 75 – 79.99 | C+ |
| 70 – 74.99 | C |
| 60 – 69.99 | D |
| Below 60 | F |

NOTE: Class attendance is required. Missing more than 20% of this course due to absences may result in a failing grade. It is your responsibility to inform your professor in advance of your absence and the reason for it (medical documentation or employer note if away for a work commitment) is required. The professor decides how to deal with the impact of missed classes on your final grade.

In the event of a skewed distribution of grades, the total course marks may be curved up or down as necessary (the weighting of each component will remain unchanged).

Group Project: The project instructions will be posted on *UM Learn* and explained in class. You will be assigned to a team of 6 or more students for this project. Teamwork is expected. After your group has submitted its group project, there will be a confidential peer evaluation. Those receiving a poor peer evaluation will be downgraded.

In the event one group member commits academic dishonesty such as plagiarism, the entire group will be subject to disciplinary hearings until the 'guilty' person is identified. Therefore, it is in your best interest to check and confirm the group paper is 'legit' before it is submitted.

Class Participation: You will be graded based on the quality (and to a lesser extent, quantity) of your contribution to class discussions. Coming to class having read the assigned material will help you greatly in this regard. This is especially important for the days when we will be discussing cases. Missing class will impact your class participation grade although you may have participated actively on other days. Likewise, attendance by itself will not earn you any points. You can have 100% attendance and still get a 0 on class participation if you did not contribute to the class discussions. It is important that you attend class regularly, be attentive, and participate actively in class discussions to get a good class participation grade.

For recording your class participation during the remote-taught classes, you are highly encouraged to have your camera and microphone on when you speak, if possible. I cannot guarantee I will be able to read postings to the Chat.

COURSE SCHEDULE—REVISED SEPT 22 2022

| SESSION | DATE | Topic |
|---------|-----------------|--|
| 1 | Sept 20 | Course overview, Purchasing - functions Case study- discussion |
| 2 | Sept 27 | Purchasing (continued) Functions and purpose Roles Case study(discussion) |
| 3 | Oct 4 | Tools in Procurement and Government Procurement Case study(discussions) |
| 4 | Oct 11 | Supplier relationships Case study(discussions) |
| 5 | Oct 18 TEST | ERP Enterprise systems Demonstration of system Case Study (discussions) TEST |
| 6 | Oct 25 | Globalization and Logistics Case study(Discussions) |
| 7 | Nov 1 | RPX Processes Case study (discussion) |
| 8 | Nov 8 TEST | Circular economy Case study (discussions) TEST |
| 9 | Nov 15 | Fall Break no classes |
| 10 | Nov 22 | Group Project presentations |
| 11 | Dec 10 Saturday | Final Exam (Timing to be determined) |

ACADEMIC REGULATIONS AND STUDENT SERVICES

HUMAN ETHICS APPROVAL FOR DATA COLLECTION

As part of coursework, if you will be collecting data from people who are not students in this class, you must obtain Human Ethics approval from the UofM's Research Ethics Board (REB) prior to data collection. This applies to data collection such as surveys, interviews, focus groups, experiments, video recording, etc., where a respondent is solicited for participation.

If the entire class will be working on the same project, your instructor will apply for human ethics approval from the REB. If individuals or small groups of students will be working on different projects, it is the responsibility of the students to obtain approval (only one group member needs to apply). Your instructor will tell you whether s/he will be or you need to. When in doubt, please talk to your instructor.

Instructions and forms to apply for human ethics approval can be found at:

<http://umanitoba.ca/research/orec/ethics/guidelines.html>

In most cases, you will be using the "Protocol Submission Form" which is under the "REB Forms - Fort Garry Campus" heading.

It can take up to six weeks to process human ethics applications and obtain approval. Therefore, plan early. Note that approval must be obtained prior to data collection and cannot be obtained during the data collection phase or retroactively. Violation can get you, your instructor, and the Asper School in serious trouble with the REB.

The following do not require REB approval:

- a) Projects where students are conducting the research on themselves during class time;
- b) Projects involving the use of records or information that is in the public domain, including the use of anonymous secondary data and surveys or questionnaires that have already been published;
- c) Projects involving the use of naturalistic observation where there is no reasonable expectation of privacy (i.e. public park).
- d) Practicum or job training projects where students are fully integrated into the organization's operational practices and are not conducting research;
- e) Projects where the intent is to use the information to provide advice, diagnosis, identification of appropriate interventions or general advice for a client;
- f) Projects where the intent is to develop skills which are standard practice within a profession (e.g. observation, assessment, intervention, evaluation, auditing); or
- g) Projects where the information gathering processes are part of the normal professional relationship between the student and the participants.

If you will be collecting data only from other students in the class, you do not need REB approval. If you have any questions, please contact humanethics@umanitoba.ca or your instructor.

UNCLAIMED ASSIGNMENT POLICY

Pursuant to the FIPPA Review Committee's approved recommendations of August 15, 2007, all unclaimed student assignments will become the property of the faculty and will be subject to destruction six months after the completion of any given academic term.

STUDENT SERVICES AND SUPPORTS

The University of Manitoba provides many different services that can enhance learning and provide support for a variety of academic and personal concerns. You are encouraged to visit the below websites to learn more about these services and supports. If you have any questions or concerns, please do not hesitate to contact your instructor or the Graduate Program Office.

| For Information on... | ...follow this link |
|---|--|
| Course Outlines, Year-at-a-Glance, Concentrations, Textbooks, VW Dates and Final Exams | Asper Graduate Student Resources |
| Exam Rescheduling Policy - <i>Please refer to Missing a Test/Exam on page 18 of the MBA Student Handbook</i> | MBA Student Handbook |
| Help with research needs such as books, journals, sources of data, how to cite, and writing | Library Resources |
| Tutors, workshops, and resources to help you improve your learning, writing, time management, and test-taking skills | Writing and Learning Support |
| Support and advocacy for students with disabilities to help them in their academic work and progress | Student Accessibility Services |
| Copyright-related questions and resources to help you avoid plagiarism or intellectual property violations | Copyright Office |
| Student discipline bylaws, policies and procedures on academic integrity and misconduct, appeal procedures | Academic Integrity |
| Policies & procedures with respect to student discipline or misconduct, including academic integrity violations | Student Discipline |
| Students' rights & responsibilities, policies & procedures, and support services for academic or discipline concerns | Student Advocacy |
| Your rights and responsibilities as a student, in both academic and non-academic contexts | Your rights and responsibilities |
| Full range of medical services for any physical or mental health issues | University Health Service |
| Information on health topics, including physical/mental health, alcohol/substance use harms, and sexual assault | Health and Wellness |
| Any aspect of mental health, including anxiety, stress, depression, help with relationships or other life concerns, crisis services, and counselling. | Student Counselling Centre |
| Support services available for help regarding any aspect of student and campus life, especially safety issues | Student Support Case Management |
| Resources available on campus, for environmental, mental, physical, socio-cultural, and spiritual well-being | Live Well @ UofM |
| Help with any concerns of harassment, discrimination, or sexual assault | Respectful Work and Learning Environment |
| Concerns involving violence or threats, protocols for reporting, and how the university addresses them | Violent or Threatening Behavior |

ACADEMIC INTEGRITY

I.H. Asper School of Business, The University of Manitoba

It is critical to the reputation of the I. H. Asper School of Business and of our degrees that everyone associated with our faculty behaves with the highest academic integrity. As the faculty that helps create business and government leaders, we have a special obligation to ensure that our ethical standards are beyond reproach. Any misconduct in our academic transactions violates this trust. The University of Manitoba Graduate Calendar addresses the issue of academic misconduct under the heading "Plagiarism and Cheating." Specifically, acts of academic misconduct include, but are not limited to:

- using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words
- duplicating a table, graph or diagram, in whole or in part, without referencing the source
- paraphrasing the conceptual framework, research design, interpretation, or any other ideas of another person, whether written or verbal (e.g., personal communications, ideas from a verbal presentation) without referencing the source
- copying the answers of another student in any test, examination, or take-home assignment
- providing answers to another student in any test, examination, or take-home assignment
- taking any unauthorized materials into an examination or term test (crib notes)
- impersonating another student or allowing another person to impersonate oneself for the purpose of submitting academic work or writing any test or examination
- stealing or mutilating library materials
- accessing tests prior to the time and date of the sitting
- changing name or answer(s) on a test after that test has been graded and returned
- submitting the same paper or portions thereof for more than one assignment, without discussions with the instructors involved.

Many courses in the I. H. Asper School of Business require group projects. Students should be aware that group projects are subject to the same rules regarding academic misconduct. Because of the unique nature of group projects, all group members must exercise extraordinary care to insure that the group project does not violate the policy on Academic Integrity. Should a violation occur on a group project, all group members will be held jointly accountable, no matter what their individual level of involvement in the specific violation.

Some courses, while not requiring group projects, encourage students to work together in groups (or at least do not prohibit it) before submitting individual assignments. Students are encouraged to discuss this issue as it relates to academic integrity with their instructor to avoid violating this policy.

In the I. H. Asper School of Business, all suspected cases of academic misconduct involving a graduate student (i.e. MBA, MFin, MScM, MSc or PhD student) will be reported directly by the instructor to the Dean of the Faculty of Graduate Studies.

FACULTY BIOGRAPHY

I.H. Asper School of Business, The University of Manitoba

Name: Allan Amundsen

MBA, C.P.P./SCMP, CPM, FPMAC

I.H. Asper School of Business

Allan Amundsen is the Director, Purchasing Services at the University of Winnipeg. He has over 35 years of experience in the Supply Chain field in a Public setting. He has taught Supply Chain courses at the University of Manitoba for over 30 years and has been an instructor at the I.H. Asper School of Business for over 15 years. He holds a Fellow Designation from the Supply Chain Management Association.