



Centre for
Management
Technology®
into our 25th year

A 2-day intensive course on

Detection, Elimination & Prevention of **Procurement Fraud**

30th June - 1st July 2008 ■ One World Hotel, Petaling Jaya

Course Highlights:

- Introduction To Procurement Fraud
- Procurement Fraud In Malaysia
- Common Types of Procurement Frauds
- Fraud Detection Through Existing System Fundamentals
- Fraud Detection Tools
- Constructing Strong Deterrence And Preventive Measures

PLUS: Case Studies On:

- *Splitting Orders & Fraud In Bidding*
- *Fraud In Project Purchases & Collusion*

INTRODUCTION

The Increase In Contract Management And The Outsourcing Of Goods And Services Has Opened Up Further Opportunities And Potential For Fraudulent Activity. Fraud Is A Worldwide Phenomenon That Costs Billions In Wasted Resources For The Country As Whole.

Since Procurement Fraud Can Occur Through Departmental Purchasing Of Goods And Services, As Well As Through Contractual Arrangements With External Service Providers, It Can Come About In Many Ways. You May Be At Risk Due To Fraudulent Activity Of Internal Staff; Through Collusion Between Internal Staff And External Service Providers Or The External Service Provider; And/or Industry Collusion. Acquire The Knowledge, Skills And Techniques You Need To Prevent, Detect And Deter This Devastating Fraud.

COURSE OBJECTIVES

This Course Is Designed To Provide A Thorough Understanding Of The Workings Of Procurement Fraudsters In Manipulating Organizational Resources For Selfish Motives That Are Criminal In Nature And Morally Unethical. The Course Addresses The Vulnerability Of The Procurement Function To Fraudulent Activities And Emphasizes On Deterrent/preventive Measures That Are More Likely To Achieve The Desired Effect On Fraudulent Acts. As Always, An Ounce Of Prevention Is Worth A Pound Of Cure.

Day 1 - Monday, 30th June 2008

1. INTRODUCTION TO PROCUREMENT FRAUD

- Fraud – The Basics
- Facts About Fraud
- The Fraud Triangle
- Factors Contributing To Fraud
- Conflict Of Interest, Bribes, Gifts And Illegal Gratuities
- Characteristics Of People Committing Fraud
- Cost Of Fraud To Organizations

2. PROCUREMENT FRAUD IN MALAYSIA

- Possibilities And Realities
- Government & Private Sector
- Transparency & Controls
- Culture And Practice

3. COMMON PROCUREMENT FRAUDS

- Fraud In Bidding Process
- Unjustified Sole Source
- Split Purchase
- Change Order Abuse
- Cost Mischarging And Defective Pricing
- False Invoices And Phantom Vendors

4. CASE STUDY – SPLITTING ORDERS & FRAUD IN BIDDING

5. FRAUD DETECTION

- Tip-offs, By Accident, Internal Audits, Etc
- “Red-flags” In Detection Of Fraud
- Importance Of “Red-flags”
- Collusion

Day 2 - Tuesday, 1st July 2008

6. TOOLS USED IN DETECTION

- Internal/external Audits
- Data Mining
- Data Analysis
- Forensic Accounting
- Fraud Risk Assessment

7. INVESTIGATION AND DETERMINATION OF FRAUD

- Determining The Existence Of Fraud
- Investigating Fraud - Basics
- Investigating Methodology
- Steps Involved

8. FINDINGS AND ACTIONS

- Compliance To Organizational Procedures
- Departmental Actions
- Criminal Or Civil Actions
- Hiring Policies And Its Effects On Fraud

9. CASE STUDY – FRAUD IN PROJECT PURCHASES & COLLUSION

10. DETERRENCE/PREVENTION OF FRAUD

- Proactive Preventive Actions
- Review Of Purchasing Policies & Guidelines
- Supplier Selection And Evaluation Methods
- Specifications And Services Information
- Bidding & Quotation Procedures
- Contract Preparation And Awarding Methods
- Some Steps In Prevention

AFTER ATTENDING THIS COURSE YOU WILL RETURN TO YOUR JOB...

1. Detecting Possible Fraudulent Activities In The Procurement Environment.
2. Understanding The Importance Of Conforming To Organizational Policies And Guidelines Of Operation.
3. Ensuring Order And Information Accuracy, Consistency In Specifications And Instructions To Avoid Possible Misinterpretations And Collusions.
4. Testing The Existing Triggering Mechanisms And “Red-flags” As Proactive Warning Signals.
5. Developing “Red-flags” And Organizational Readiness To Avert Possible Fraudulent Acts.
6. Developing Investigation Methodologies And Procedures That Would Ensure Culprits Do Not Escape Punitive Actions.
7. Assessing Fraud Risk Exposure Of The Purchasing Organization And Take Corrective Action.
8. Understanding Importance Of Ethics In Procurement And How It Affects The Overall Costs Of Procurement.

METHODOLOGY

Interactive Lectures, Case Studies And QA

WHO SHOULD ATTEND

Department Heads And Managers For All Functional Departments, Project Managers, Contract Managers, Supply Chain Coordinators, Materials Managers, Internal Auditors, Finance Managers, Purchasing Managers And Executives And Others Who Seek Knowledge Of The Procurement Process

Name	_____
Position	_____
Email	_____
Name	_____
Position	_____
Email	_____
Tel	_____
Fax	_____

Company	_____
Address	_____
City/Postcode	Country
Approving Manager's Name	_____
Position	_____
E-mail	_____

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TO REGISTER

Online: www.cmtevents.com
 Email: adminkl@cmtsp.com.sg
 Fax: (603) 2162 6393
 Tel: (603) 2162 7322
 Post to: Lot 7.03, 7th Floor, North Block, The Ampwalk,
 218 Jalan Ampang, 50450 Kuala Lumpur

CERTIFICATE OF COMPLETION

A Certificate of Completion will be awarded upon successful completion of each course. This serves as evidence of your personal and professional commitment to you career.

COURSE TIMING

Registration: 8.30 am, Course Begins: 9.00 am,
 Morning Coffee: 10.30 am, Lunch: 1.00 pm to 2.00 pm,
 Tea Break: 3:30 pm, Course Ends: 5.00 pm

Fees: The full Registration Fee includes cost of all sessions, luncheon, coffee/tea & documentation.

	1 Person	Group fee for 3 or more* (from the same company)
Regular Fee	RM2,295	RM1,995 (MIN SAVINGS OF RM900)

* Terms and conditions apply.

Cancellations, Refunds & Transfers: A full refund will be promptly made for all written cancellations 3 weeks before the meeting. Thereafter, cancellations are not refundable. A substitute may be made at any time.

Cheques : Crossed & payable to
"Centre for Management Technology Sdn Bhd"

Photocopy Registration Form to Preserve Brochure Copy. June 2008

TELEGRAPHIC TRANSFER

Account Name: **Centre for Management Technology Sdn Bhd**
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LEARN FROM THE BEST

MANO HAARAN has more than 21 years of practical work experience in procurement, project management, supply chain and logistics, etc. He specializes in training, facilitation and consulting to both the public and private sector in areas like Procurement Efficiencies including addressing issues of fraud, cost management and product life cycle management, Warehouse management Operations Management, Total Cost Management, Supply Chain Management, Total Logistics management, Stock Taking and Auditing,

His landmark consulting experience was designing of materials part numbering and coding systems, preparation of standards, policies and procedures for a large rail network. He was also involved as a consultant for the development of an automated business solution for a wholesale/retail stationery business with off shore branches where he was instrumental in business process analysis, process

improvement, project management and eventual successful completion and commission of the system.

Mr. Haaran's sample of illustrious clients list for training include Shell, UMW Toyota Motor, Celcom, Samsung, Proton, Colgate-Palmolive, Eon Finance, Philips, Hicom-Yamaha, Malaysian Oxygen, NEC, Petronas, General Electrics, Gamuda, Johnson & Johnson Medical, JVC, Kontena Nasional, Glaxo Wellcome, Hitachi, Hong Leong Lurssen Shipyard, National Heart Institute (IJN), Kenwood, Macfood Service, Nestle, Mattel, Matsushita Industrial Corporation, Maybank, Minolta Precision Engineering, MISC, Perwaja Steel, Seagate, Canon, BASF and UPS, Petronas Carigali, Sidel, Western Digital, Perodua, Sharp, Panasonic

He holds Masters in Business Administration (MBA) USA.