



Training LBA
A division of Logistics Bureau (Asia) Limited

Outsourcing Your Logistics

2- day workshop on April 2-3, 2009
Landmark Hotel, Bangkok

Introduction:

- The majority of companies are using third party logistics contractors for at least one segment of their supply chains. In doing so, they reap the benefits of being able to concentrate on their core business and leaving the logistics operations to the contractor.
- It is critical for companies to recognise that the decision to outsource is a major strategic decision that will have far-reaching effects - beneficial or adverse - on the health of the company. Therefore, it is important that, once the decision to outsource has been made then the selection of the most appropriate 3PL operator is fundamental to the successful outcome of the decision.

Learning objectives

- The 3PL and 4 PL industries and what they should offer.
- The logistics operational processes within the client company, how should they be managed and how should they be costed.

Who should attend?

Logistics professionals from all industrial sectors involved with the management and control of warehousing and distribution, including:

- Supply Chain / Logistics Directors & Managers
- Inventory Managers
- Warehousing Managers
- Financial Managers
- Procurement Managers
- General Managers
- Project / Business Unit Managers

(Note: All tuition will be conducted in English.)



Logistics Bureau Asia

The training is organised by **Logistics Bureau (Asia) Limited**, a company that provides experienced and well qualified business consultants who have specialised in the area of Supply Chain and Logistics consultancy. So we fully understand broader business strategy and the role of Supply Chain and Logistics in supporting it. We are based in Australia and Asia.



Workshop Outline

Session One : Introduction to Logistics Outsourcing

Purpose : To give delegates an insight into Logistics outsourcing and how to manage it successfully.

- Key factors affecting the success of outsourcing
- The options available
- Role of the Contractor
- The 3PL market structure
- Introduction to the invitation to Tender (ITT)
- Risks to the Buyers and the 3PL Supplier

Session Two : The Strategic Decision

Purpose: To introduce delegates to the strategy of outsourcing logistics.

- The options available to the Buyer
- Assessing the options
- Determining the most appropriate strategy
- The elements to be contracted out
- Assessing value and price

Session Three : Outline Selection Process

Purpose : To introduce delegates to selection process

- The key objectives of the 3PL selection process
- Steps to be taken by the Company
- The Contractors expectations
- Protection of Buyer's identity

Session Four : Preparing an Invitation to Tender (ITT)

Purpose : To guide delegates in the preparation of an ITT

- Reasons for the ITT Process
- Contents of the ITT
- Omissions from the ITT
- Distribution of the ITT
- Supplementary Information to be included in the ITT
- Charging and cost structures
- The ITT in relation to the formal contract

Session Five : Selecting a Suitable Supplier

Purpose : To outline to the delegates the process for selecting a suitable Contractor.

- Key stages in the selection process
- Respondent management
- Response management

Session Six : Post – Tender Negotiations

Purpose : To take delegates through the negotiation process resulting from the successful selection of a suitable Contractor

- The objectives of Post-tender negotiations
- Meeting the Staff
- The “Heads of Terms” Agreement

Session Seven : The Next Steps

Purpose : To conclude the selection process by taking delegates through the steps toward successful implementation.

- Arranging the formal contract
- The ingredients of a successful relationship

Session Eight : The Overall Plan

Purpose : To develop a structured plan to take delegates through the process from generating a suitable list of suppliers to making the selection decision.

Session Nine : Questions, Answers and Discussions

Purpose : Delegates are invited to discuss issues that have arisen either as a result of their attending the workshop, or from their own experiences in their place of work.

Note

It may be necessary for reasons beyond control, to change the content and timing of the event, speaker or venue. Every effort will be made to inform the participants of the changes. The teaching methodology comprises participative lectures and is interactive in nature which will involve participation from attendees. So, notwithstanding the proposed outline above, the programme may not necessarily be conducted in exactly the same sequence or duration for each topic.



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About Your Trainer

COLIN AIRDRIE is Managing Director of Logistics Bureau (Asia) Limited, a subsidiary of Logistics Bureau Pty, the largest management consultancy specialising in Supply Chain in the Asia Pacific Region. He is originally from U.K., but has been operating in Asia for the last 12 years.

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| <p>Qualifications</p> <ul style="list-style-type: none"> • Post-Graduate Diploma in Management Sciences UMIST, United Kingdom • Fellow, Chartered Institute of Logistics & Transport • Visiting Professor, Tianjin College of Transportation, P.R. China <p>Supply Chain Experience</p> <ul style="list-style-type: none"> • 38 years in supply chain and logistics operational and strategic management, and consultancy. • The above includes 12 years experience at senior management levels in Asia, mainly in Thailand and P.R. China. • Regional business development Asia Pacific • Military supply chain operations and development • Training and career development <p>Industry Experience</p> <ul style="list-style-type: none"> • 3rd Party FMCG Logistics in UK, S.E. Asia (including Thailand) and China • In-house retail logistics and distribution, development and operations. • Cold chain operational management and development | <p>Consultancy Experience</p> <ul style="list-style-type: none"> • FMCG DC design and commissioning (P.R. China – 2 major DCs totalling 76,000 sqm) • Materials management electronic components manufacturing. • White goods national distribution • Bulk cement supply chain • Training Course Design and Execution: Inventory Management, Warehouse Design & Operations • Footwear and apparel • Logistics software selection • 3PL selection • DC operations & transport network optimisation <p>Specialist areas of expertise</p> <ul style="list-style-type: none"> • Retail Supply Chain strategy development and implementation • Logistics operations in S.E. Asia and P.R. China • Logistics facilities design, construction and implementation. • Logistics network design • Inventory management. |
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The Venue:

The Landmark Hotel (138 Sukhumvit Road, Bangkok, Thailand) is a top-quality conference venue conveniently located close to the Nana BTS Station on the South side of Sukhumvit Road. Delegates traveling in daily are encouraged to use the BTS Skytrain in order avoid delays due to rush-hour traffic.

Car parking is available at the hotel and is free to delegates attending the workshop on presentation of a stamped Car Park ticket.



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Registration Form

Outsourcing Your Logistics

2-day workshop on April 2-3, 2009

| Fee/Delegate (THB) | Early Bird (10% discount for payment by 6 March, 2009) | Normal 2 days course |
|-----------------------|--|----------------------|
| Fee | 22,500 | 25,000 |
| + 7%VAT | 1,575 | 1,750 |
| - 3% Withholding Tax* | (675) | (750) |
| Total Paid | 23,400 | 26,000 |

This covers:

- 2 days tuition
- Full set of documentation
- Certificate of Attendance
- Morning and afternoon refreshments
- International Buffet Lunch

Send two or more delegates to qualify for another 10% discount.

* Withholding Tax deduction is applied for a Thai-registered company only.

Our Tax ID No : 3 030 274 397

Methods of Payment:

1. Crossed Cheque made payable to:
Logistics Bureau (Asia) Limited
Please send to:
148 Soi Inthamara 22
Sutthisan Road
Dindaeng, Bangkok 10400
Thailand

2. Telegraphic Transfer to the account of:
Logistics Bureau (Asia) Limited
Siam Commercial Bank Sutthisan Branch
Account No: 021-253887-3
Swift Code : S I C O T H B K

3. Credit Card
Card Number _____

Card Holder's Name _____
Expiry Date _____ / _____

Signature _____

Note : Please note that payment are required with registration and must be received prior to the course to guarantee your place.

**Please complete this form and fax to
+66 2 277 2869**

Course Title _____
Company Name: _____

Address: _____

Attendees:

Name : _____ Position : _____

Name : _____ Position : _____

The invoice should be directed to:

Name : _____

Organisation : _____

Address : _____

Tel : _____ Fax : _____

Email : _____

Authorising Manager : _____

Position : _____

Signature & Company Stamp :

Cancellations & Substitutions

All cancellations must be made in writing. If cancellation is received 2 weeks before the event, you will be entitled to a 50% refund. Due to contractual commitments, no refund will be made for cancellation within 2 weeks before the event. However, a complete set of documentation will be sent to you. Substitutions are welcomed at anytime.

**For further administrative enquiries, please contact Khun June or Khun Prapas at:
Tel : +66 2 277 3071 Fax : +66 2 277 2869 Email : prapas@logisticsbureau.com Website : www.traininglba.com
Training LBA is a division of Logistics Bureau (Asia) Limited, www. logisticsbureau.com**