BUS 374 Purchasing and Procurement

Instructor: Nihar Kumthekar, Class Location: Online, Office: 222, Office Hrs.: Appointment basis over zoom

Prerequisites: BUS 241 (grade C- or higher or test-out option) or BUS 195 (grade C or higher) or EGN 304 (C or higher) and junior standing

Textbook and Materials:
Purchasing and Supply Chain Management, 7th Edition
Robert M. Monczka; Robert B. Handfield; Larry C. Giunipero; James L. Patterson
ISBN-10: 0357442148

Course Description:
The course develops the idea of managing supply chains with a focus on the purchasing process. It covers the managerial concepts, frameworks, and tools associated with purchasing. The topics include the purchasing process, strategic sourcing, supplier evaluation and selection, quality management, worldwide sourcing, and negotiation and conflict management.

Course Learning Objectives:
This course will introduce you to different purchasing frameworks and tools that will enable you to address complex open-ended problems using a structured approach. These could include frameworks for vendor evaluation and selection. Additionally, frameworks for negotiations will also be discussed.

1. You will face situations involving a structured resolution of conflict through negotiations
2. You will encounter complexity in terms of quantifying strategic objectives, risks, in addition to exploring the development of new supply chain links through the vendor selection and development process
3. You will explore the legal and ethical aspects of purchasing
4. You will be exposed to issues surrounding purchasing in a global context
Written communication: You will make effective use of written communication (words, symbols, and graphs) to receive and transmit information.

1. You will participate in case solutions, online classroom discussion, and online class team exercises.
2. You may use mathematical models as a medium for communication
3. Case analyses and homework assignments are evaluated based on communication effectiveness (e.g., structure, grammar, clarity, and conciseness) as well as the content.

Ethical issues: We will be covering a section on law and ethics in purchasing. The legal responsibilities and liability of purchasing managers in addition to risks of unethical behavior will be discussed.

Technology Requirements
You will need access to Bright Space, a computer with Microsoft Excel, and Microsoft Word. An internet browser will be required on the computer to access Bright Space. Bright Space will be used as the learning management system. Please refer to it for any updates/ announcements regarding classes, assignments, submissions, evaluations, etc. Bright Space will be used for assignments. For creating Mind Maps, if you don’t want to do it by hand, you can use freely available online mind-mapping software. Additionally, you will require access to screen capture software/ camera/ audio recorder for completing the reflection paper activities and a scanner for scanning Mind Maps if they are hand-drawn. Please let me know if you are unable to secure any of these. I can write to the help desk.

Stationary Requirements
For creating Mind Maps, you may want to have multiple sheets of scratch paper that you can scan in along with felt-tip pens/ pencils of different colors.

Assignments

Homework assignments on Bright Space (30%) - Individual Activity
There will be six homework assignments- assigned online by the instructor on Bright Space. The due dates of the homework assignments are as per the syllabus. These homework assignments will be due at 11.59 pm on the slated due date. The nature of the questions will be a mix of multiple-choice, drop-down entry, fill-in blanks, etc. Please note any announcements for grading policies concerning multiple attempts.

Mind-Maps (5%) - Individual Activity
Mind Maps are an interesting and important tool that will help you synthesize your learnings and help you think creatively. There are three different mind-map activities- each at important points in the course. Mind-maps are inherently used to structure thoughts and ideas in ways that help improve recollection and synthesis of information. Following are different links to resources to mind-maps:

- Tony Buzan video on YouTube (5.38 minutes)
- https://www.youtube.com/watch?v=MlabrWv25qQ
- Video on creating Mind Maps (2.05 minutes)
- https://www.youtube.com/watch?v=oY4sUQzXJ1g
Mind Maps- like fingerprints are unique to each individual as they are the outcome of a process that is a combination of your creativity and cognition. Using pre-made mind-maps sourced from the internet defeats the purpose of creating your own. Each mind map activity can be time-consuming- and I will suggest that you develop your mind maps as you read through each chapter. You can scan in and submit a hand-drawn mind map- or use online/ freely available software to do the same. Certain Microsoft Office products (like Visio) have an inbuilt mind mapping tool. If you are unsure about what you are doing and how to go about mind mapping, please contact me at the earliest. If you plan to submit a hand-drawn Mind Map, please ensure that the writing is legible.

**Reflection Papers (20%)- Individual Activity**

Twice during the semester, you will be responsible for teaching the assigned texts and helping to lead the class discussion. You should have several discussion questions prepared and may also enlist your classmates to share their questions. You are responsible for covering the class topic creatively and uniquely to help your classmates learn. You may use PowerPoint and screen capture, and short videos (~5 minutes or less). Be creative. At this time, you will submit a brief, hard-copy, 2 page, single-spaced paper on a particular week’s readings. Each paper should provide a very short summary of all the assigned readings for the week, then a longer reflection on the topics. Use this space to think about the different elements of purchasing we are learning, and to reflect on potential uses, issues, or concerns they raise for you. You will be graded both on the quality of your presentation/ video as well as your written paper. A Discussion board will be created on Bright Space where all the class can tune in and share queries, ideas, and thoughts. Your presentation/ video will be shared with the class for that week. I may add comments and ask for clarifications. You can choose which topic you would like to work on. At most, we can have two individuals working on a certain topic. This allocation will be first come- first serve.

**Quizzes (30%)- Individual Activity**

Thrice during the semester, you will have to complete timed quizzes about the material covered during the study.

**Weekly Discussion Question (15%)- Individual Activity**

Weekly discussion questions are 1-2 questions that will be posted to all students. You will need to respond to each of the prompts in 4-5 lines based on your understanding of the materials from the previous week(s). The weekly discussion question submissions will also be used as attendance for that week.
Assessment

Student performance in the seminar will be assessed using various graded items as shown in the table below.

<table>
<thead>
<tr>
<th>Graded Item</th>
<th>(%)</th>
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<tbody>
<tr>
<td>Homework Assignments</td>
<td>30</td>
</tr>
<tr>
<td>Mind maps</td>
<td>5</td>
</tr>
<tr>
<td>Reflection Paper</td>
<td>20</td>
</tr>
<tr>
<td>Quizzes</td>
<td>30</td>
</tr>
<tr>
<td>Weekly discussion questions</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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</table>

If for any reason, the points associated with the graded item deviate from the allocation above, the student’s score will be rescaled to ensure the point allocation is maintained as per the table. Students are advised to scale their scores using the table as a reference to determine their performance.

**Grading Criteria**

The letter grades that will be assigned tentatively based on the current criteria is as follows:


There will be no makeup assignments so up-to-date reading and weekly follow-ups are encouraged.
# Course Outline: Class Topics, Assignments, and Schedule – Subject to Change – Verify with Instructor.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Chapter</th>
<th>Assignments/ Cases/ Quizzes</th>
<th>Students Responsible for Reflection Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/17</td>
<td>Introduction to Purchasing and Supply Chain Management</td>
<td>1</td>
<td>Week 1 Discussion Question to be submitted by 01/26/2022 on Bright Space</td>
<td></td>
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<tr>
<td>01/24</td>
<td>The Purchasing Process.</td>
<td>2</td>
<td>Homework Assignment 1 &amp; Week 2 Discussion Question to be submitted by 02/02/2022 on Bright Space</td>
<td></td>
</tr>
<tr>
<td>01/31</td>
<td>Purchasing Policies and Procedures.</td>
<td>3</td>
<td>Week 3 Discussion Question to be submitted by 01/09/2022 on Bright Space</td>
<td></td>
</tr>
<tr>
<td>02/07</td>
<td>Supply Management Integration for Competitive Advantage.</td>
<td>4</td>
<td>Homework Assignment 2 &amp; Week 4 Discussion Question to be submitted by 02/16/2022 on Bright Space</td>
<td>Quiz 1 to be submitted by 02/18/2022 on Bright Space</td>
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<tr>
<td>02/14</td>
<td>Purchasing and Supply Management Organization.</td>
<td>5</td>
<td>Week 5 Discussion Question to be submitted by 02/23/2022 on Bright Space</td>
<td>Mind Map 1 to be submitted by 02/25/2022 on Bright Space</td>
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<tr>
<td>02/21</td>
<td>Category Strategy Development</td>
<td>6</td>
<td>Homework Assignment 3 &amp; Week 6 Discussion Question to be submitted by 03/02/2022 on Bright Space</td>
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<tr>
<td>02/28</td>
<td>Supplier Evaluation and Selection.</td>
<td>7</td>
<td>Week 7 Discussion Question to be submitted by 03/09/2022 on Bright Space</td>
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<tr>
<td>03/07</td>
<td>Supplier Quality Management.</td>
<td>8</td>
<td>Week 8 Discussion Question to be submitted by 03/16/2022 on Bright Space</td>
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<tr>
<td>03/14</td>
<td>Spring Break</td>
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<tr>
<td>03/21</td>
<td>Supplier Management and Development: Creating a World-Class Supply Base.</td>
<td>9</td>
<td>Homework Assignment 4 &amp; Week 10 Discussion Question to be submitted by 03/30/2022 on Bright Space</td>
<td>Quiz 2 to be submitted by 04/1/2022 on Bright Space</td>
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<tr>
<td>03/28</td>
<td>Worldwide Sourcing.</td>
<td>10</td>
<td>Week 11 Discussion Question to be submitted by 04/06/2022 on Bright Space</td>
<td>Mind Map 2 to be submitted by 04/08/2022 on Bright Space</td>
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<tr>
<td>04/04</td>
<td>Strategic Cost Management.</td>
<td>11</td>
<td>Homework Assignment 5 &amp;</td>
<td></td>
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<tr>
<td>Date</td>
<td>Assignment / Discussion Question</td>
<td>Week</td>
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<tr>
<td>04/11</td>
<td>Purchasing and Supply Chain Analysis: Tools and Techniques. 12</td>
<td>Week 12 Discussion Question to be submitted by 04/13/2022 on Bright Space</td>
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<tr>
<td>04/18</td>
<td>Negotiation and Conflict Management. 13</td>
<td>Homework Assignment 6 &amp; Week 14 Discussion Question to be submitted by 04/27/2022 on Bright Space</td>
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<tr>
<td>04/25</td>
<td>Contract Management. 14</td>
<td>Mind Map 3 to be submitted by 04/29/2022 on Bright Space</td>
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<tr>
<td>02/05</td>
<td>Exam Week</td>
<td>Quiz 3 is to be submitted by 05/06/2022 on Bright Space</td>
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**Course Policies**

**Attendance Policy**
Your attendance for this course is based on the weekly submissions of the weekly discussion question posted on the discussion board. It is suggested that you check for updates and announcements on Bright Space daily. You are responsible for checking announcements and keeping track of due dates. I would highly suggest creating google calendar reminders for any assignments and other submissions.

**Late or Missed Work**
All assignments must be turned in on time to receive full credit. Assignments that are submitted past their due date and time or in incorrect format, corrupt files, or otherwise inaccessible to the instructor, will only be accepted for full credit in the following specific situations:

"Acceptable Excuses"
1) Accompanied by a doctor’s note verifying an illness that created an inability to complete the assignment.
2) Unique and unusual circumstances such as a death in the family. Please consult with the instructor to determine acceptable documentation.
3) A note from an IT technician from the Technology Support Center verifying specific technological difficulties that directly prevented you from submitting an assignment on time (note that this is not a guarantee of acceptance, as computers are available for student use in the library and numerous other locations on campus).
4) Prior arrangement with the instructor at least one class period in advance for conflicts such as religious holidays or job interviews that overlap with submissions. This arrangement must be confirmed; sending an email with no follow-up is not sufficient.
5) Late work submitted WITH documentation of an “acceptable excuse” will be accepted for up to 7 days after the original deadline.
Any work submitted WITHOUT this documentation after the assigned due date will be accepted for up to half credit (maximum of 50% of the possible total points) up to seven consecutive days after the deadline. Any assignments turned in more than seven days past their deadline will not be accepted.

Class Cancellation
In the event that classes/submissions are to be cancelled or delayed, a notification of the same will be posted on Bright Space and/or an email will be sent to the class. Efforts will be made to ensure at least a day’s notice is provided. However, if the cause of cancellation is an unforeseen circumstance, the time frame maybe drastically reduced.

Attendance Policy: Inclement Weather
From time to time USM will close the University due to inclement weather. When the cancellation is for an entire day, the class content will be made up at another time or through additional, outside of class, assignments.

When the school opens late or closes early, and the time selected is during the middle of class, we will still hold the class unless you are otherwise notified by me. Two examples:
- If class starts at 1pm, but the University is closing at 1:30pm, we will still have class unless you hear from me.
- If class starts at 1pm, but the University is opening at 1:30pm, we will still have class unless you hear from me.

Technology

Technology Support Center (Help Desk)
If you need technical support at any time during the course (especially concerning Bright Space), please contact the Technology Support Center:
Phone: 207-780-4029 or 1-800-696-4357 Email: help@maine.edu

- You need a maine.edu account to access most of our online resources. If you can’t remember your account information, [visit the UMS User Account Management website](mailto:help@maine.edu) or contact IT at 1-800-696-4357 and ask them to help you access your maine.edu account.
- [The USM Portal](http://www.usm.maine.edu) can be used to reach your student email, Brightspace, MaineStreet and most other university online tools through a single website.
- If this is the first time you’ve used Brightspace, [Check out USM’s Student Brightspace Training](http://www.usm.maine.edu)

Computer Access
Participants will need a reliable PC or a Mac with the latest version of a web browser. In addition, you will need a broadband Internet connection (DSL or faster). Below is a suggested list of recommended software you may need to access electronic resources for this course.

Latest Versions of Web Browsers
- Mozilla Firefox (Windows/MacOS) - Recommend
- Google Chrome (Windows/MacOS) - Recommended
Note that Bright Space and many other web-based applications used in USM courses do not work well in Microsoft’s browser, Edge.

**Brightspace Technical Requirements**

D2L recommends having the latest version of whatever browser is being used on any computer or mobile device. Brightspace works very well on mobile Apple and Android devices via web browser. The **Brightspace Pulse app in the Apple App Store and Google Play also allows you to receive notifications regarding your courses on your device.**

The Pulse app is primarily meant for students to receive course announcements, and updates via push notifications on their mobile devices. The Pulse app is not “Brightspace for mobile devices.” The Brightspace site (courses.maine.edu) itself is mobile friendly. The full content for a course can be accessed by tapping the menu button in the upper-right corner of the Pulse app screen, and selecting “Launch Course Homepage.” This will take you directly to the full course on Brightspace in your device’s web browser.

**Netiquette**

Our text-based communication is vital in this course since it is the primary - and possibly only - way we will connect. Please be careful and considerate in all your communications with each other and your instructor. The online medium is poor at conveying tone. Consider what you are saying and remember that your intent might not be inferred by your readers (fellow students and instructors). Take a moment to re-read everything you write: assume that it will be taken in the worst possible light. And extend courtesy to others: assume the most charitable light possible. Both steps will make communication easier and far more civil.

**Student Data Retention**

Your maine.edu account is issued to you for as long as you are a student of this or any other University of Maine System campus. There are various limits on how long IT can retain data you have stored through this account depending on which services you have used. Below are the major points, but we encourage you to visit the UMS User Account Management website for full details on maine.edu account policies.

**Assignments and other work stored in Bright Space**

Do NOT leave important academic work in old Bright Space courses. Each semester, all courses receive a fresh Bright Space page commonly referred to as a “shell.” Course shells older than two years are automatically purged from the system, but sometimes instructors remove old course shells manually on their own. It is strongly recommended that you make backups of any work you have submitted to Bright Space before or shortly after your course ends. Especially if your program requires you to maintain a portfolio of work you have done.

**Google Products**

Your maine.edu account is also a fully functional Google Account with access to Gmail, Google Drive, and most of Google’s other products. After leaving the university, either through graduation or simply not registering for courses, credit-earning students have 5 years before their maine.edu account is removed. The limit is 2 years for non-credit students. This includes files and email stored in Google’s products using your maine.edu account. If this data is important to you, or if you need to retain it for a portfolio or future
certification, you must make and maintain your own personal backups of these files. Consider using Google Takeout (takeout.google.com) to backup this data prior to separating from the University.

**Box & Others**

If you are using Box through your maine.edu account, please be aware that your storage can only be maintained for one year after you have graduated, or otherwise separated from the university.

**Academic Integrity / Plagiarism**

Everyone associated with the University of Southern Maine is expected to adhere to the principles of academic integrity central to the academic function of the University. Any breach of academic integrity represents a serious offense. Each student has a responsibility to know the standards of conduct and expectations of academic integrity that apply to academic tasks. Violations of academic integrity include any actions that attempt to promote or enhance the academic standing of any student by dishonest means. Cheating on an examination, stealing the words or ideas of another (i.e., plagiarism), making statements known to be false or misleading, falsifying the results of one's research, improperly using library materials or computer files, or altering or forging academic records are examples of violations of this policy which are contrary to the academic purposes for which the University exists. Acts that violate academic integrity disrupt the educational process and are not acceptable.

Evidence of a violation of the academic integrity policy will normally result in disciplinary action. A copy of the complete policy may be obtained from the office of Community Standards and Mediation, online at usm.maine.edu/community-standards-mediation/academic-integrity or by calling and requesting a copy at (207) 780-5242.

**Other Issues**

If you are encountering difficulties, academic or otherwise, that are negatively impacting your performance in this class, please speak with me AS SOON AS POSSIBLE—I can only help you if I know there is a problem, and the earlier I know this, the better. Please note that I am by federal law, considered a mandated reporter when it comes to experiences of interpersonal violence (sexual assault, sexual harassment, dating or domestic violence, and stalking). Please refer to the Title IX statement for more information and options available to you.

**University Policies and Resources**

**ADA & Electronic Accessibility Notification & Accommodations**

The university is committed to providing students with documented disabilities equal access to all university programs and services. If you think you have a disability and would like to request accommodations, you must register with the Disability Services Center. Timely notification is essential. The Disability Services Center can be reached by calling (207) 780-4706 or by email at dsc-usm@maine.edu. If you have already received a faculty accommodation letter from the Disability Services Center, please provide me with that information as soon as possible. Please make a private appointment so that we can review your accommodations.

The following is a list of accessibility resources for the software we use in this course:
- [Include links to any accessibility-related information for the software or web apps you use in your course. We have included Brightspace and Google Apps info for you.]
- Brightspace Accessibility information
- Google Suite Accessibility information

Tutoring and Writing Assistance
Tutoring at USM is for all students, not just those who are struggling. Tutoring provides active feedback and practice, and is available for writing, math, and many more subjects. Walk-in tutoring is available at the Glickman Library in Portland, the Gorham Library, and the LAC Writing Center. For best service, we recommend making an appointment at https://usm.maine.edu/learningcommons/schedule-tutoring-appointment. Questions about tutoring should be directed to Naamah Jarnot at 207-780-4554. Interested in becoming a more effective, efficient learner? Check out https://usm.maine.edu/agile!

Counseling
Counseling is available at USM. The best way to schedule an appointment is by phone at 780-5411. More information is available at https://usm.maine.edu/uhcs.

Recovery Oriented Campus Center (ROCC)
A peer support community for students in recovery from substance abuse and other mental health conditions is available at USM. More information may be found online at the Recovery Oriented Campus Center website or by contacting ROCC at (207) 228-8141.

Nondiscrimination Policy And Bias Reporting
The University of Southern Maine is an EEO/AA employer, and does not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status, gender expression, national origin, citizenship status, age, disability, genetic information or veteran’s status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Amie Parker, Interim Director of Equal Opportunity, The Farmhouse, University of Maine Augusta, Augusta, ME 04333, 207.581.1226, TTY 711 (Maine Relay System). Incidents of discrimination or bias at USM should be reported to Associate Vice President for Student Affairs David Roussel at 207-780-5242.

Statement on Religious Observance for USM Students
Absence for Religious Holy Days: The University of Southern Maine respects the religious beliefs of all members of the community, affirms their rights to observe significant religious holy days, and will make reasonable accommodations, upon request, for such observances. If a student’s religious observance conflicts with the academic experience, they should inform their instructor(s) of the class or other school functions that will be affected. It is the student’s responsibility to make the necessary arrangements mutually agreed upon with the instructor(s).

Title IX Statement
The University of Southern Maine is committed to making our campuses safer places for students. Because of this commitment, and our federal obligations, faculty and other employees are considered mandated reporters when it comes to experiences of interpersonal violence (sexual assault, sexual harassment, dating or domestic violence, and stalking). Disclosures of interpersonal violence must be passed along to the University’s Deputy Title IX Coordinator who can help provide support and academic
remedies for students who have been impacted. More information can be found online at [http://usm.maine.edu/campus-safety-project](http://usm.maine.edu/campus-safety-project) or by contacting Sarah E. Holmes at [usm.TitleIX@maine.edu](mailto:usm.TitleIX@maine.edu) or 207-780-5767.

If students want to speak with someone confidentially, the following resources are available on and off campus: University Counseling Services (207-780-4050); 24 Hour Sexual Assault Hotline (1-800-871-7741); 24 Hour Domestic Violence Hotline (1-866-834-4357).

**Policy on Acceptable Conduct in Class Settings**

If a student substantially disrupts a class, the professor may ask the student to align with this policy on conduct in a class setting. If the student refuses, the professor may, at their discretion, ask the student to leave. If the professor takes this step, they must attempt to communicate with the student and provide informal counsel and advice. The professor may elect to notify their dean of the situation as well. If the student disrupts the class again, the professor may, at their discretion, provide a written notification to the student, describe the offending behavior, and refer the student’s case to the appropriate academic dean and notify the dean of students that an official student conduct code violation has occurred [https://usm.maine.edu/community-standards-mediation/conduct-process](https://usm.maine.edu/community-standards-mediation/conduct-process).

**COVID Face Covering Requirement**

Per USM and the University of Maine System, all students, faculty, and staff members are required to wear a face covering, including during all face-to-face classes. Resident students are exempted from this requirement when in their own room in the residence hall. Students seeking additional exceptions from this requirement should refer to the DISABILITY ACCOMMODATIONS section of this syllabus. [https://www.maine.edu/together/community-guidance/everyone/](https://www.maine.edu/together/community-guidance/everyone/)