

**Commerce 4OD3
Purchasing and Supply Management
Winter 2026 Course Outline**

**Operations Management Area
DeGroote School of Business
McMaster University**

COURSE OBJECTIVE

- To develop an understanding of the fundamentals of purchasing procedures and processes.
- To understand the role of supply management in services and products innovation and development.
- To gain familiarity with common analytical and software tools used in purchasing.

INSTRUCTOR AND CONTACT INFORMATION

Section 1: Tue. 2:30 – 5:20pm
Dr. Kai Huang
Instructor

Teaching Assistant
Omar Alam
alams50@mcmaster.ca

khuang@mcmaster.ca
Office: DSB 404
Office Hours: Tue. 5:20-6:20pm

Office: Online
Office Hours: By appointment

Class Location: see mosaic/
avenue

Course website: <http://avenue.mcmaster.ca>

COURSE ELEMENTS

Credit Value: 3
A2L: Yes

Leadership: Yes
Ethics: No

IT skills: Yes
Numeracy: Yes

Global view: Yes
Written skills: Yes

Participation: Yes	Innovation: Yes	Group work: Final Exam:	Oral skills: Yes Guest speaker(s):
Evidence-based: Yes	Experiential: Yes		

COURSE DESCRIPTION

Executives focused for a long time on revenue growth to increase earnings per share, however with today's global economy their attention is shifting to reducing costs as well. Companies that have recognized the benefits of strategic procurement and spend analysis early are reaping the benefits. External risks such as a global pandemic greatly compromise global supply chains. Companies that effectively identify and mitigate supplier related risks and secure supply can set themselves apart from their competitors.

Students will gain skills that are necessary to manage purchasing operations in the private and public sectors. Topics include purchasing policies, procedures, supplier selection, order management (including quality, quantity, delivery and price decisions), spend analytics, negotiation and contract management, outsourcing, international procurement and sustainability issues. Relevant procurement components of SAP's enterprise resource planning system will be demonstrated. This course can be used towards SAP Certification in Business Integration.

LEARNING OUTCOMES

Upon completion of this course, students will be able to complete the following key tasks:

- Know the legal aspects of purchasing and ethics;
- Select and evaluate suppliers;
- Perform cost and pricing analytics;
- Bargain and negotiate procurement contracts;
- Be familiar with SAP related purchasing modules.

REQUIRED COURSE MATERIALS AND READINGS

Avenue registration for course content, readings and case materials.

<http://avenue.mcmaster.ca>

OPTIONAL COURSE MATERIALS AND READINGS

- Purchasing and Supply Management, Fraser Johnson, 17th Edition, McGraw-Hill, 2024
- Proactive Purchasing in the Supply Chain: The Key to World-Class Procurement, David Burt, Sheila Petcavage and Richard Pinkerton, McGraw-Hill, 2012.
- Spend analysis: The window into strategic sourcing, Pandit, Kirit, and Haralambos Marmanis, J. Ross Publishing, 2008.

COURSE OVERVIEW AND ASSESSMENT

Your final grade will be calculated as follows:

Components and Weights

Class participation	Individual	10%
Individual Assignments	Individual	20%
Final Exam	Individual	30%
SAP Assignments	Individual	20%
Group Project	Group	20%
Total		100%

NOTE: Late assignments will be penalized. Missed exams will receive a grade of zero unless the student has submitted and been approved for a Notification of Absence or MSAF. The use of a McMaster standard calculator is allowed during exams in this course. See McMaster calculator policy at the following URL:

www.mcmaster.ca/policy/Students-AcademicStudies/UndergraduateExaminationsPolicy.pdf

COURSE DELIVERABLES

Participation

Students will be evaluated according to their course participation. There will be 5 minutes random quizzes in lectures.

Individual Assignments

Students will complete two individual assignments.

Final exam

The final exam takes 2 hours and takes place at a different time from the class time. It is worth 30 percent of the final grade. The final exam will be accumulative, and the content includes lecture slides/notes and reading materials.

SAP Assignments

This course is part of the SAP certificate program. The students will finish SAP assignments under the guidance of the TA.

Group Project

Students will form groups of 3~5, approved by the instructor. Each group will finish a course project. There is a final report and a group presentation of the project.

- The report is 10-20 pages.
- The presentation is 10-20 minutes; every member in the group must present.

Grade Conversion

At the end of the course your overall percentage grade will be converted to your letter grade in accordance with the following conversion scheme:

LETTER GRADE	PERCENT	POINTS
A+	90-100	12
A	85-89	11
A-	80-84	10
B+	75-79	9
B	70-74	8
B-	60-69	7
F	00-59	0

COMMUNICATION AND FEEDBACK

Students who wish to correspond with instructors or TAs directly via email must send messages that originate from their official McMaster University email account. This protects the confidentiality and sensitivity of information as well as confirms the identity of the student. Emails regarding course issues should NOT be sent to the Area Administrative Assistants. All students must receive feedback

regarding their progress prior to the final date by which a student may cancel the course without failure by default.

- For Level 1 and Level 2 courses, this feedback must equal a minimum of 20% of the final grade.
- For Level 3 courses and above, this feedback must equal a minimum of 10% of the final grade.

Instructors may solicit feedback via an informal course review with students by Week #4 to allow time for modifications in curriculum delivery.

REQUESTING RELIEF FOR MISSED ACADEMIC WORK

In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar [“Requests for Relief for Missed Academic Term Work”](#) and the link below;

<http://ug.degroote.mcmaster.ca/forms-and-resources/missed-course-work-policy/>

ACADEMIC INTEGRITY

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. **It is your responsibility to understand what constitutes academic dishonesty.**

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: “Grade of F assigned for academic dishonesty”), and/or suspension or expulsion from the university.

For information on the various types of academic dishonesty please refer to the [Academic Integrity Policy](#), located at <https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/>

The following illustrates only three forms of academic dishonesty:

- plagiarism, e.g. the submission of work that is not one’s own or for which other credit has been obtained.
- improper collaboration in group work.
- copying or using unauthorized aids in tests and examinations.

AUTHENTICITY/PLAGIARISM DETECTION

Some courses may use a web-based service (Turnitin.com) to reveal authenticity and ownership of

student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g. A2L, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software.

All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, other software, etc.). For more details about McMaster's use of Turnitin.com please go to www.mcmaster.ca/academicintegrity.

CONDUCT EXPECTATIONS

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the [Code of Student Rights & Responsibilities](#) (the "Code"). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online**.

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students' access to these platforms.

ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES

Students with disabilities who require academic accommodation must contact [Student Accessibility Services](#) (SAS) at 905-525-9140 ext. 28652 or sas@mcmaster.ca to make arrangements with a Program Coordinator. For further information, consult McMaster University's [Academic Accommodation of Students with Disabilities](#) policy.

ACADEMIC ACCOMMODATION FOR RELIGIOUS, INDIGENOUS OR SPIRITUAL OBSERVANCES (RISO)

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the [RISO](#) policy. Students should submit their request to their Faculty Office **normally within 10 working days** of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

COPYRIGHT AND RECORDING

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, **including lectures** by University instructors.

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

EXTREME CIRCUMSTANCES

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

ACKNOWLEDGEMENT OF COURSE POLICIES

Your enrolment in Commerce 4OD3 will be considered to be an implicit acknowledgement of the course policies outlined above, or of any other that may be announced during lecture and/or on A2L. **It is your**

responsibility to read this course outline, to familiarize yourself with the course policies and to act accordingly.

Lack of awareness of the course policies **cannot be invoked** at any point during this course for failure to meet them. It is your responsibility to ask for clarification on any policies that you do not understand.

COURSE SCHEDULE

Commerce 4OD3 Purchasing and Supply Management Winter 2026 Course Schedule

DATE	TOPIC	DEADLINE
Jan. 6	Introduction and SAP Orientation	
Jan. 13	Source-to-Pay Process	
Jan. 20	Capital Procurement	
Jan. 27	The Legal Aspects in Contracts	
Feb. 3	Supplier Selection Supplier Evaluations	
Feb. 10	Supply Risk Management	
Feb. 17	Reading week (no class)	
Feb. 24	Global Procurement and Outsourcing	Individual Assignment 1 due on Feb. 27, 11:59pm

Mar. 3	Pricing and Costing	
Mar. 10	Procurement Analytics	
Mar. 17	Transportation	
Mar. 24	Public Sector	
Mar. 31	Course Summary and Exam Preparation	Individual Assignment 2 due on Apr. 3, 11:59pm
Apr. 7	Guest speaker	Group Project Due: 11:59pm, Apr. 7, 2026 Final exam, TBA.