Procurement & Supply Chain Management · PS350

Procurement and Contract Management: From Supplier Agreements to Purchase Orders

Practical Skills for Managing Supplier Contracts and Procurement Processes

Duration	Fee	Category
1 Week	**from £1,400**	**Procurement & Supply Chain Management**
Ref	**Language**	**Certificate**
PS350	**English**	**Certificate of attendance**

Introduction

Effective procurement and contract management is at the heart of every successful organization. Procurement professionals must not only negotiate and draft supplier contracts but also ensure that purchase orders (POs) are properly managed to protect their organization's interests and maintain strong supplier relationships. Many face challenges in reviewing contract terms, managing risks, and aligning purchase orders with contractual obligations. This course equips participants with practical tools to confidently manage supplier contracts, create and review POs, and handle common issues that arise in procurement operations.

Course Objectives of Procurement and Contract Management

Upon completing this program, participants will be able to:

- Understand the procurement cycle and its relationship with contract management.
- Draft, review, and interpret supplier contracts effectively.
- Create and manage purchase orders in alignment with contract terms.
- Identify risks in supplier agreements and implement risk mitigation strategies.
- Handle supplier relationship challenges and disputes professionally.
- Align procurement practices with organizational goals and compliance standards.

Course Methodology of Procurement and Contract Management

- Lectures and Expert Insights: Leading industry experts will share their insights and best practices.
- Case Studies: Analyze real-world talent acquisition challenges and solutions.
- Group Discussions: Engage in meaningful discussions and share experiences with peers.

- Role-Playing and Simulations: Practice recruitment scenarios to enhance skills.
- Hands-on Workshops: Gain practical experience in using recruitment tools and techniques.

Organizational Impact of Procurement and Contract Management

This training program will have a positive impact on organizations by:

- Reduces legal and financial risks in supplier contracts.
- Improves procurement efficiency through better PO and contract alignment.
- Strengthens supplier relationships and trust.
- Ensures compliance with internal policies and external regulations.
- Enhances cost savings through effective negotiation and contract management.

Personal Impact of Procurement and Contract Management

Participants will experience personal growth and development, including:

- Builds confidence in negotiating and reviewing supplier contracts.
- Improves ability to draft and manage purchase orders accurately.
- Enhances problem-solving skills when dealing with suppliers.
- Provides practical frameworks for managing disputes and contract risks.
- Strengthens career prospects in procurement and supply chain management.

Who Should Attend

This training program is ideal for:

- Procurement and purchasing officers.
- Contract administrators and managers.
- Supply chain and logistics professionals.
- Project managers involved in vendor management.
- Finance and operations staff handling supplier payments and POs.

Course Outlines

Day 1

Procurement Fundamentals and the Role of Contracts

- Understanding the procurement cycle: requisition, sourcing, contracting, PO, delivery, payment.
- Key roles and responsibilities in procurement.
- Types of procurement contracts (fixed price, cost-plus, framework agreements, etc.).
- Common challenges in supplier contract management.
  Map your organization’s procurement workflow.

Day 2

Contract Management Essentials

- Key elements of supplier contracts: scope, pricing, delivery, terms, liabilities.
- Reviewing and interpreting contract clauses.
- Managing contract risks and compliance.
- Best practices for contract documentation and record-keeping.
  Analyze a sample supplier contract for risks and opportunities.

Day 3

Purchase Orders (POs) in Practice

- What is a PO? Purpose and key components.
- Aligning POs with supplier contracts.
- Common errors in issuing POs and how to avoid them.
- Using digital procurement systems for PO creation and tracking.
  Exercise: Draft and review sample purchase orders based on real case studies.

Day 4

Supplier Relationships and Performance Management

- Building positive supplier relationships through clear contracts and POs.
- Monitoring supplier performance against contract terms.
- Handling disputes, delays, and non-performance.
- Negotiation techniques for better supplier agreements.
  Negotiating a supplier agreement with PO considerations.

Day 5

Integration and Practical Application

- Linking procurement, contracts, and POs into one streamlined process.
- Governance and compliance in procurement.
- Case study: Resolving issues when contracts and POs don’t align.
- Developing an action plan for improved procurement and contract management.
  Output: A practical checklist and roadmap for managing supplier contracts and POs.

Dates & Venues

Date	Venue	Duration	Fee
22 - 26 Nov 2026	Istanbul	1 Week	£5,000
23 - 27 Nov 2026	London	1 Week	£5,000
29 Nov 2026 - 3 Dec 2026	Online	1 Week	£1,400
7 - 11 Dec 2026	Madrid	1 Week	£5,000
13 - 17 Dec 2026	Manama (Bahrain)	1 Week	£3,650
20 - 24 Dec 2026	Amman (Jordan)	1 Week	£3,100
20 - 24 Dec 2026	Dubai	1 Week	£3,650
28 Dec 2026 - 1 Jan 2027	Amsterdam	1 Week	£5,150
28 Dec 2026 - 1 Jan 2027	Kuala Lumpur	1 Week	£5,000

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