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COURSE BROCHURE

Advanced Contracts and Purchasing for Non-Lawyers Training Course

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Registered in the United Kingdom and Saudi Arabia

Advanced Contracts and Purchasing for Non-Lawyers Training Course

Contracts and Purchasing for Non-Lawyers is a 2-week training course for buyers, project managers and commercial staff without legal training who negotiate, sign and administer purchase agreements, and it produces a clause review checklist for purchase agreements. Purchase contracts now carry more supplier risk, longer payment chains and stricter audit expectations than many buyers were trained for. Jupiter Prime Training offers this course on contracts and purchasing for non-lawyers.

Why Contracts and Purchasing for Non-Lawyers Matters Now

Three groups shape how purchase contracts are written and enforced today: suppliers who push their own standard terms, finance and audit functions who want liabilities visible before signature, and project sponsors who need goods and services delivered without disputes. Buyers who read clauses with confidence avoid open-ended indemnities, unpaid variations and weak remedies; those who sign by habit inherit claims that legal teams must later unpick. The course frames sourcing decisions with ISO 20400 Sustainable procurement, guidance, so that supplier responsibilities on labour, environment and ethics are written into enforceable clauses.

Who Gains Most from Contracts and Purchasing for Non-Lawyers

- Buyers who issue purchase orders and agree supplier terms and conditions
- Project leads who instruct contractors and approve variations on site
- Commercial staff who price offers and accept customer or supplier terms
- Contract administrators who track notices, deliverables and payment milestones
- Category specialists who choose model contracts for recurring purchases

Purchasing departments that work alongside project and engineering units gain most when several members attend together and agree one approach to supplier terms.

Contracts and Purchasing for Non-Lawyers Capabilities

Participants learn to read a purchase agreement as a map of risk, money and obligations, and to know when to escalate to counsel.

- Test whether offer, acceptance and consideration create a binding agreement — the signing authority
- Assess indemnity, liability cap and insurance clauses — the risk owner
- Specify delivery, acceptance and warranty terms — the receiving department
- Apply variation and change-order procedures — the project sponsor
- Weigh remedies for late or defective supply — finance and legal counsel
- Build a clause review routine for supplier paper — the purchasing function

Key Contracts and Purchasing for Non-Lawyers Terms

- Battle of the forms — a conflict where buyer and supplier each send their own standard terms and it is unclear whose prevail.
- Indemnity — a promise by one party to cover specified losses suffered by the other, often beyond ordinary damages.
- Limitation of liability — a clause capping the amount or type of loss a party must pay if it breaches the contract.
- Liquidated damages — a pre-agreed sum payable for a defined breach, commonly late delivery, instead of proving actual loss.
- Force majeure — a clause excusing performance when specified events beyond a party's control prevent it.
- Retention of title — a term keeping ownership of goods with the seller until the buyer has paid in full.

Contracts and Purchasing for Non-Lawyers Day by Day

Day 1: How Contracts Shape Purchasing Outcomes

- Contract Lifecycle Mapping — Where Buyers Create or Remove Legal Exposure
- Types of Purchase Agreements — Orders, Framework Deals and Service Contracts
- Roles of Buyer, Counsel and Budget Holder — Escalation Points
- Signing Authority Matrices — Who May Commit the Organisation
- Ethical Sourcing Clauses From ISO 20400 — Supplier Conduct Obligations

Day 2: Forming a Binding Agreement

- Offer, Acceptance and Consideration — Testing When a Deal Exists
- Letters of Intent — Limiting Commitment Before Final Terms
- Battle of the Forms — Securing Precedence for Buyer Terms
- Purchase Order Wording — Incorporating the Right Conditions
- Electronic Acceptance and Email Exchanges — Accidental Contracts

Day 3: Reading the Commercial Clauses

- Scope and Specification Schedules — Defining What Is Bought
- Price, Payment and Invoicing Terms — Cash Flow and Disputes
- Delivery and Incoterms Basics — Where Risk and Cost Pass
- Acceptance and Inspection Rights — Rejecting Non-Conforming Goods
- Warranty Periods and Defect Correction — After-Sale Protection

Day 4: Allocating Risk Between the Parties

- Indemnity Clauses — Which Losses Each Party Carries
- Limitation of Liability Caps — Matching Exposure to Contract Value
- Insurance Requirements — Evidence of Cover Before Mobilisation
- Force Majeure Wording — Excused Delay and Termination Rights
- Retention of Title and Ownership Transfer — Insolvency Protection

Day 5: Protecting Information and Assets

- Confidentiality Undertakings — Handling Supplier and Buyer Secrets
- Intellectual Property Ownership — Designs, Software and Deliverables
- Data Handling Clauses — Processor Duties in Service Contracts
- Subcontracting and Assignment Controls — Who Actually Performs
- Anti-Bribery and Conflict Clauses — Supplier Integrity Requirements

Day 6: Managing Change During Performance

- Variation Clauses — Instructing Changes Without Losing Price Control
- Change Order Records — Evidence for Cost and Time Adjustments
- Notices and Time Bars — Deadlines That Defeat Claims
- Extensions of Time — Assessing Supplier Delay Requests
- Waiver by Conduct — How Informal Practice Rewrites Terms

Day 7: Claims, Breach and Remedies

- Identifying Breach — Late, Defective or Incomplete Supply
- Liquidated Damages Versus Actual Loss — Recovering Delay Costs
- Set-Off and Withholding Payment — Lawful Leverage Over Suppliers
- Performance Bonds and Guarantees — Calling Security Correctly
- Termination for Default or Convenience — Exit Consequences

Day 8: Resolving Disputes Commercially

- Escalation Ladders — From Contract Manager to Senior Executives
- Negotiated Settlement Records — Closing Claims Without Litigation
- Mediation and Expert Determination — Faster Technical Decisions
- Arbitration and Court Clauses — Choosing the Forum Up Front
- Governing Law Selection — Cross-Border Purchase Considerations

Day 9: Model Contracts and Supplier Paper

- Model Form Contracts for Works and Services — Strengths and Gaps
- Supplier Standard Terms Red-Lining — Priority Amendments
- Clause Libraries and Fallback Positions — Negotiation Boundaries
- Contract Summaries for Operations — Translating Terms Into Duties
- Obligation Registers — Tracking Deliverables, Notices and Renewals

Day 10: Practising the Clause Review Checklist

- Applying Formation Tests — Construction Supply Case Agreement
- Applying Risk Allocation Review — Facilities Services Case Contract
- Applying Variation and Claim Records — Simulated Delay Dispute
- Peer Mark-Up Exchange — Comparing Red-Lined Supplier Terms
- Completing the Clause Review Checklist for Purchase Agreements — Ready for Use

Applying Contracts and Purchasing for Non-Lawyers After the Course

- Red-line the supplier standard terms on one live purchase against the clause library positions and agree the escalation points with counsel.
- Set up an obligation register for an active service contract, logging notice deadlines, time bars and renewal dates.

Contracts and Purchasing for Non-Lawyers Questions FAQ

What is contracts and purchasing for non-lawyers and why does it matter now?

It is the practical legal knowledge buyers need to form, read and manage purchase agreements without being lawyers. It matters now because supplier terms, payment chains and audit expectations have grown more demanding, and unread clauses turn into costly claims.

Which roles gain most from contracts and purchasing for non-lawyers training?

Buyers, project leads, commercial staff and contract administrators gain most. You benefit if you sign purchase orders, approve variations or handle supplier claims in sectors such as construction, facilities services, manufacturing or healthcare supply.

How does advanced contracts and purchasing for non-lawyers training differ from a tendering course?

It focuses on the legal content of the agreement rather than the competition that selects the supplier. A tendering course covers evaluation and award; this course covers clauses, risk allocation, variations, claims and remedies once terms are on the table.

What do you bring back from contracts and purchasing for non-lawyers training?

You bring back a tested routine for reviewing supplier paper, a clause library with fallback positions and model red-lines from case agreements. These help you decide quickly what to accept, amend or escalate to counsel.

Contracts and Purchasing for Non-Lawyers: The Way Forward

The clause review checklist for purchase agreements first informs whether the next set of supplier terms can be signed, amended or sent to counsel. Buyers, project leads and contract administrators use it before every signature. After its first use, revisit the liability caps and time-bar entries, as these are the points where experience most often shows the checklist needs sharper wording.