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COURSE BROCHURE

Oil and Gas Purchase-to-Pay and Field Support Training Course

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Registered in the United Kingdom and Saudi Arabia

Oil and Gas Purchase-to-Pay and Field Support Training Course

Oil and Gas Purchase-to-Pay and Field Support is a 2-week training course for procurement coordinators, buyers, invoice processing leads and site business support supervisors, and each participant leaves with a field purchase-to-pay control handbook. Remote rigs, plants and terminals depend on spares, services and vendor payments moving without delay, so every stalled requisition or unmatched invoice now reaches production. Jupiter Prime Training presents Oil and Gas Purchase-to-Pay and Field Support for operations support teams.

Why Oil and Gas Purchase-to-Pay and Field Support Matters Now

Three groups shape field purchasing today: operations crews who need critical spares within hours, vendors who expect prompt and accurate settlement, and auditors who trace every purchase order to a receipt and an approved invoice. Digital procurement suites, e-invoicing and catalogue buying are replacing paper trails, yet many sites still run manual workarounds. A site that controls its requisition-to-settlement chain keeps equipment running and vendors loyal; one that loses control faces emergency freight, duplicate payments and supply disputes. The course rests on the three-way match principle, segregation of duties and the API industry standards that define much of the material purchased for field equipment.

Who Gains Most from Oil and Gas Purchase-to-Pay and Field Support

- Buyers responsible for requisitions, quotations and purchase orders for drilling, production and plant sites
- Invoice processing leads who match vendor invoices against orders and goods receipts
- Site business support supervisors who coordinate service entry sheets, field tickets and approvals
- Vendor relations officers who handle supplier onboarding, queries and payment status
- Procurement systems analysts who maintain workflows, approval limits and master records

Purchasing and field support units gain most when buyers, invoice processors and site supervisors attend together and redesign one approval chain as a single group.

Oil and Gas Purchase-to-Pay and Field Support Capabilities

Participants trace a single spare part or service call from the field request to vendor settlement and learn where each handover breaks down.

- Design a requisition and approval route with clear delegation limits — site managers and procurement leads
- Apply three-way and two-way matching rules to vendor invoices — invoice processing teams and auditors
- Build a service entry and field ticket verification routine — contract holders and operations supervisors
- Specify vendor master record controls and onboarding checks — supplier relations and compliance officers
- Calculate cycle time, first-pass match rate and exception ageing — purchasing heads reviewing performance
- Communicate payment status and dispute outcomes to suppliers — vendor relationships and continuity of supply

Key Oil and Gas Purchase-to-Pay and Field Support Terms

- Purchase-to-pay — the linked chain from purchase requisition through ordering, receipt and invoice to vendor settlement.
- Three-way match — checking that an invoice agrees with its purchase order and goods receipt before release for settlement.
- Service entry sheet — a record confirming that a contracted service was performed, used in place of a goods receipt.
- Field ticket — a signed site document listing the labour, equipment and consumables a contractor supplied on a given job.
- Vendor master record — the stored supplier profile holding legal name, bank details, terms and approval status.
- Blanket purchase order — a standing order covering repeated purchases from one vendor within agreed limits and a set period.

Oil and Gas Purchase-to-Pay and Field Support Day by Day

Day 1: The Field Supply Chain and Its Users

- Upstream and Downstream Site Supply Map — Where Purchasing Delays Hit Production
- Purchase-to-Pay Process Model — Handovers Between Site, Buyer and Settlement Desk
- Critical Spares Classification — Which Items Justify Expedited Ordering Routes
- Stakeholder Map for Field Purchasing — Who Requests, Approves, Receives and Settles
- Current-State Process Walk — Locating Manual Workarounds at Remote Sites

Day 2: Requisitions and Approval Routes

- Purchase Requisition Templates — Capturing Specification, Urgency and Delivery Point
- Delegation of Authority Matrix — Setting Approval Limits by Role and Category
- Emergency Requisition Protocol — Balancing Speed Against Control on Breakdowns
- Material Specification Against API Standards — Avoiding Wrong-Part Orders
- Requisition Ageing Report — Escalating Stalled Requests Before Shutdown Risk

Day 3: Sourcing and Purchase Orders

- Request for Quotation Packages — Comparing Technical and Commercial Vendor Offers
- Purchase Order Terms and Incoterms — Allocating Delivery Risk to Remote Sites
- Blanket Orders and Call-Offs — Simplifying Repeat Consumables Buying
- Catalogue and Framework Buying — Cutting Cycle Time for Standard Items
- Order Change Control — Managing Amendments Without Breaking the Audit Trail

Day 4: Receiving at Rigs, Plants and Terminals

- Goods Receipt Procedure — Confirming Quantity, Condition and Certificates on Arrival
- Material Certificates and Inspection Release — Accepting Pressure-Rated Items Safely
- Over, Short and Damaged Reports — Triggering Vendor Claims Promptly
- Consignment and Direct-to-Site Deliveries — Recording Receipts Without a Store
- Receiving Backlog Dashboard — Preventing Invoice Holds Caused by Late Receipts

Day 5: Contracted Services and Field Tickets

- Service Entry Sheets — Confirming Work Done Before Release for Settlement
- Field Ticket Verification — Checking Hours, Equipment and Consumables Against Rates
- Call-Off Orders for Well Services — Tracking Spend Against Contract Ceilings
- Daywork and Lump-Sum Validation — Choosing the Right Evidence for Each Service
- Contract Holder Sign-Off Routine — Assigning Accountability for Service Acceptance

Day 6: Invoice Matching and Exceptions

- Three-Way and Two-Way Matching Rules — Deciding When Each Applies
- Price and Quantity Tolerance Settings — Limiting Manual Exception Handling
- Invoice Hold Codes — Routing Exceptions to the Right Resolver
- Duplicate Invoice Detection — Stopping Repeat Settlements Before Release
- E-Invoicing and Optical Capture — Reducing Keying Errors at Volume

Day 7: Vendor Master Records and Supplier Support

- Vendor Onboarding Checklist — Verifying Identity, Bank Details and Prequalification
- Master Record Change Control — Preventing Fraudulent Bank Detail Updates
- Supplier Query Desk — Answering Payment Status Requests Consistently
- Dispute Resolution Log — Closing Disagreements Without Supply Interruption
- Supplier Self-Service Portals — Shifting Routine Queries Away From Buyers

Day 8: Controls, Segregation and Audit Readiness

- Segregation of Duties Matrix — Separating Ordering, Receiving and Settlement Roles
- Payment Run Approval — Final Checks Before Funds Leave the Organisation
- Retrospective Purchase Orders — Measuring and Reducing After-the-Fact Buying
- Audit Sample Preparation — Tracing a Transaction From Request to Settlement
- Fraud Red Flags in Field Purchasing — Recognising Split Orders and Ghost Vendors

Day 9: Measuring Purchase-to-Pay Performance

- Cycle Time Metrics — Timing Each Stage From Requisition to Settlement
- First-Pass Match Rate — Showing Where Invoice Quality Breaks Down
- Exception Ageing Analysis — Prioritising the Oldest Blocked Invoices
- Process Mining on Workflow Logs — Revealing Rework Loops and Bottlenecks
- Monthly Field Support Scorecard — Reporting Service Levels to Site Leadership

Day 10: Practising the Field Purchase-to-Pay Control Handbook

- Approval Route Redesign Exercise — Applying Delegation Limits From Day 2
- Service Acceptance Case — Testing Field Ticket Checks From Day 5
- Exception Clearance Drill — Using Matching Rules and Hold Codes From Day 6
- Scorecard Build for One Site — Selecting Metrics From Day 9
- Field Purchase-to-Pay Control Handbook — Completing Routes, Checks and Measures

Applying Oil and Gas Purchase-to-Pay and Field Support After the Course

- Run a one-month exception ageing review on blocked invoices at one site and agree resolver owners for each hold code.
- Pilot a field ticket verification routine with one well services contractor and track first-pass match rate before and after.

Oil and Gas Purchase-to-Pay and Field Support Questions FAQ

What is oil and gas purchase-to-pay and field support, and why does it matter now?

It is the control of the chain from a field requisition to vendor settlement for rigs, plants and terminals. It matters now because digital procurement, e-invoicing and tight supply windows leave little room for stalled orders or unmatched invoices.

Which roles gain most from oil and gas purchase-to-pay and field support training?

Buyers, invoice processing leads, site business support supervisors, vendor relations officers and procurement systems analysts gain most. Groups that send several members together can redesign one approval chain from end to end during the course.

How does oil and gas purchase-to-pay and field support differ from a corporate reporting course?

It follows the operational transaction rather than period-end statements. You work on requisitions, receipts, service entry sheets, invoice matching and vendor records at field sites, not on ledger reporting or valuation.

What do you bring back from oil and gas purchase-to-pay and field support training?

You bring back a control handbook for one site: approval routes, receiving and service acceptance checks, matching rules, vendor record controls and a scorecard, ready to share with your purchasing and operations colleagues.

Oil and Gas Purchase-to-Pay and Field Support: The Way Forward

The field purchase-to-pay control handbook first informs which approval limits and matching tolerances a site adopts. Buyers, invoice processors and site supervisors use it to resolve holds faster and keep vendors supplying. After its first month in use, revisit the exception ageing results to see whether service acceptance or receiving delays now dominate, and adjust the routes accordingly.