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COURSE BROCHURE

Advanced Procurement and Supply Operations Control Training Course

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Registered in the United Kingdom and Saudi Arabia

Advanced Procurement and Supply Operations Control Training Course

Procurement and Supply Operations Control is a 2-week training course for purchasing operations leads, supply supervisors, stores controllers and expediting coordinators, in which each participant designs a supply operations improvement plan for their own order-to-receipt flow. Late deliveries, unmatched invoices and stock that is either missing or idle now erode operating budgets and supplier goodwill at the same time. Jupiter Prime Training delivers this course on procurement and supply operations control.

Why Procurement and Supply Operations Control Matters Now

Three pressures meet in the purchasing back office. Internal requisitioners expect catalogue-speed fulfilment for every request, maintenance and production units cannot wait for critical spares, and finance teams want every invoice matched and paid on terms. When order placement, follow-up, receipt and payment are handled as separate chores, open orders age unseen, emergency buys multiply and suppliers lose confidence in payment. Operations that control the whole purchase-to-pay chain see problems early and fix root causes. The course draws on sustainable procurement guidance in ISO 20400 and uses cases from petrochemical plant maintenance and facilities services.

Who Gains Most from Procurement and Supply Operations Control

- Purchasing operations leads who own order placement, approval routing and the open order book
- Supply supervisors accountable for on-time, in-full delivery from contracted vendors
- Stores and inventory controllers responsible for receiving, binning and stock accuracy
- Expediting coordinators who chase critical items and escalate supplier slippage
- Accounts payable and procurement liaison staff who resolve match exceptions and holds

Units that send a buyer, a stores controller and a payables colleague together gain most, because they can redraw their shared flow and agree who acts on each exception.

Procurement and Supply Operations Control Capabilities

Participants learn to treat each purchase order as a controlled item, tracked from requisition to settled invoice with clear tolerances and escalation points.

- Map the requisition-to-payment flow and its hand-offs — purchasing and finance heads
- Calculate on-time in-full delivery and order-cycle measures — supplier review meetings
- Design an expediting tier model by item criticality — maintenance and production users
- Specify receiving, inspection and three-way match tolerances — stores and payables
- Assess stock record accuracy through cycle counting — inventory controllers
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Build an operational KPI dashboard with owners and thresholds — the procurement leader

Key Procurement and Supply Operations Control Terms

- Purchase-to-pay P2P — the end-to-end flow from requisition and order placement through goods receipt to invoice matching and payment.
- On-time in-full OTIF — the share of order lines delivered by the agreed date and in the ordered quantity.
- Three-way match — checking that the purchase order, goods receipt note and supplier invoice agree before payment is released.
- Expediting — structured follow-up of open orders to secure promised delivery dates, especially for critical or long-lead items.
- Open order ageing — a report that groups unreceived purchase order lines by days past their due date.
- Cycle counting — regular counting of selected stock locations to correct record errors without a full shutdown stocktake.

Procurement and Supply Operations Control Day by Day

Day 1: The Purchase-to-Pay Chain as One System

- Requisition-to-Payment Value Stream Map — Locating Delays and Rework Loops
- Operating Model Options — Centralised, Hub or Site-Based Purchasing Desks
- Roles and Segregation of Duties — Who Orders, Receives and Pays
- ISO 20400 Principles in Daily Purchasing — Responsible Order Placement
- Control Maturity Self-Assessment — Setting the Improvement Baseline

Day 2: Requisition and Order Placement Design

- Requisition Quality Checklists — Specifications, Quantities and Need Dates
- Approval Routing and Delegation Thresholds — Speed Versus Control
- Catalogue, Framework Call-Off and Spot Buy Channels — Route Selection
- Purchase Order Terms and Acknowledgement Rules — Locking Supplier Promises
- Emergency Purchase Protocol — Limiting Off-System Buying

Day 3: Supplier Delivery Performance

- OTIF and Lead Time Variance Measurement — Fair Supplier Comparison
- Supplier Scorecard Design — Quality, Delivery, Responsiveness and Documentation
- Root Cause Review of Late Lines — Supplier, Buyer or Requester Fault
- Corrective Action Requests — Holding Vendors to Recovery Commitments
- Operational Review Meetings With Key Vendors — Agenda and Records

Day 4: Expediting and Open Order Control

- Item Criticality Classification — Deciding Where Expediting Effort Goes
- Expediting Tier Model — Desk, Field and Shop Visit Follow-Up
- Open Order Ageing Reports — Spotting Slippage Before Shortage
- Escalation Ladders and Recovery Plans — When to Involve Management
- Long-Lead and Fabricated Item Tracking — Milestones and Inspection Points

Day 5: Receiving, Inspection and Matching

- Goods Receipt Note Discipline — Timing, Quantity and Condition Records
- Incoming Inspection Plans — Sampling and Quarantine Decisions
- Three-Way Match Tolerances — Price and Quantity Variance Limits
- Invoice Hold Resolution Workflow — Clearing Blocked Payments Quickly
- Returns and Supplier Credit Handling — Closing Rejected Deliveries

Day 6: Stores and Inventory Control

- Stores Layout and Bin Location Logic — Picking Accuracy and Safety
- Cycle Counting Schedules by Value Class — Record Accuracy Targets
- Min-Max and Reorder Settings for Spares — Avoiding Stockouts and Excess
- Issue, Transfer and Return Controls — Stopping Stock Leakage
- Surplus and Obsolete Stock Disposal — Recovering Tied-Up Value

Day 7: Operational KPIs and Reporting

- KPI Tree for Supply Operations — Cycle Time, OTIF, Match Rate, Accuracy
- Threshold and Owner Assignment — Making Each Measure Actionable
- Dashboard Layout for Weekly Control Meetings — Exceptions First
- First-Time Match and Maverick Spend Rates — Process Health Signals
- Benchmarking Internal Sites Against Each Other — Spreading Good Practice

Day 8: Process Controls and Risk Points

- Control Point Mapping Across P2P — Preventive and Detective Checks
- Duplicate Payment and Split Order Detection — Simple Analytical Tests
- Vendor Master Data Hygiene — Bank Details, Duplicates and Inactive Records
- Audit Trail and Document Retention — Evidence for Internal Review
- Supplier Disruption Contingencies — Alternate Sources for Critical Items

Day 9: Improving the Flow

- Lean Waste Review of Purchasing Steps — Removing Non-Value Touches
- Electronic Purchasing and Workflow Options — Fit to Volume and Spend
- Service Level Agreements With Internal Customers — Agreed Response Times
- Staff Capacity and Workload Balancing — Buyer and Clerk Allocation
- Change Management for Purchasing Redesign — Winning Requester Cooperation

Day 10: Practising the Supply Operations Improvement Plan

- Applying the Value Stream Map — Facilities Services Case Flow
- Applying the Expediting Tier Model — Plant Maintenance Spares Case
- Applying Match Tolerances and Hold Workflow — Case Invoice Backlog
- Presenting KPI Dashboards to a Mock Steering Panel — Defending Targets
- Completing the Supply Operations Improvement Plan — Ready for Sponsor Sign-Off

Applying Procurement and Supply Operations Control After the Course

- Run an open order ageing review on critical items, classify each late line by root cause and agree recovery dates with the top five vendors.
- Pilot first-time match and OTIF reporting for one site, with named owners and thresholds discussed at a weekly control meeting.

Procurement and Supply Operations Control Questions FAQ

What is procurement and supply operations control and why does it matter now?

It is the discipline of steering every purchase order from requisition to settled invoice with clear measures and escalation. It matters now because late deliveries, payment holds and stock errors drain budgets and strain supplier relationships at the same time.

Which roles gain most from procurement and supply operations control training?

Purchasing operations leads, supply supervisors, stores controllers, expediting coordinators and payables liaison staff gain most. You benefit if you place orders, chase deliveries, receive goods or clear invoice exceptions in sectors such as plant maintenance or facilities services.

How does procurement and supply operations control training differ from a strategic sourcing course?

It concentrates on what happens after a supplier is chosen. A strategic sourcing course covers category strategy, tendering and negotiation; this course covers order placement, expediting, receiving, matching, stores accuracy and the operational measures that keep the flow under control.

What do you bring back from procurement and supply operations control training?

You bring back a mapped purchase-to-pay flow, an expediting tier model, match tolerances, a KPI dashboard design and a sequenced set of improvements. Together these let you reduce late lines and payment holds in your own unit.

Procurement and Supply Operations Control: The Way Forward

The supply operations improvement plan first informs which delays and exceptions to tackle in the next quarter of operations. Purchasing leads, stores controllers and payables staff use it to assign owners and track progress each week. After the first cycle, revisit expediting tiers and match tolerances, since early data usually shows where controls are too loose or too tight.