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COURSE BROCHURE

Supply Chain Basics and Contract Holder Responsibilities Training Course

7 – 11 December 2026
London

Supply Chain Basics and Contract Holder Responsibilities Training Course

Ref: 3272_124638 **Date:** 7 – 11 December 2026 **Location:** London **Fees:** 5800 GBP

Supply Chain Basics and Contract Holder Responsibilities is a 1-week training course for engineers, budget holders, project and operations staff who request goods or look after supplier contracts without a supply chain background, and it ends with a contract holder file for one live agreement. Late deliveries, unclear requests and unchecked invoices often start outside the buying office. This course is delivered by Jupiter Prime Training.

Why Supply Chain Basics and Contract Holder Responsibilities Matters Now

Three pressures put requesters and contract holders at the centre of supply outcomes. Purchasing teams are leaner, so more of the day-to-day supplier contact sits with engineers and site managers. Suppliers work to tighter stock levels and longer lead times, so a vague request or late approval quickly becomes a missed shutdown or an idle crew. Finance expects every invoice checked against the signed terms. Organisations whose requesters write clear needs see fewer disputes; those that do not pay for rework and emergency buying.

Who Gains Most from Supply Chain Basics and Contract Holder Responsibilities

- Engineering and maintenance staff who raise requests and accept supplier work
- Budget holders who approve spend and sign off supplier invoices
- Project coordinators who track deliveries against site schedules
- Operations supervisors who manage service contracts
- Administrative leads who keep contract records and supplier correspondence

A department gains most when its requesters and the people who sign off invoices attend together.

Supply Chain Basics and Contract Holder Responsibilities Capabilities

Participants follow an order from request to payment and look after a signed supplier agreement.

- Specify needs in clear, measurable terms — buyers preparing a request for quotation
- Calculate realistic lead times from order, production and transport steps — project schedules and maintenance windows
- Apply the purchase-to-pay steps and approval limits correctly — finance and internal audit
- Test supplier delivery against agreed service levels — the contract holder's monthly review
- Assess variation requests and invoices against the signed terms — the budget holder's approval
- Communicate early warnings and disputes through the right route — buyers and line managers

Key Supply Chain Basics and Contract Holder Responsibilities Terms

- Contract holder — the named person in the using department who oversees a supplier agreement after award.
- Specification — a written statement of what is needed, to what standard and by when.
- Lead time — the time between placing an order and receiving the goods or service at the point of use.
- Goods receipt — the record confirming that ordered items arrived in the right quantity and condition.
- Variation — an agreed written change to scope, quantity, time or price of a contract.
- Three-way match — checking an invoice against its purchase order and goods receipt before payment is approved.

Supply Chain Basics and Contract Holder Responsibilities Day by Day

Day 1: How Goods and Services Reach the User

- Request-to-Delivery Flow of Goods and Services — Where Requesters Fit
- Roles of Requester, Buyer, Store and Finance — Who Decides What
- Stock Items Versus Direct Orders — Choosing the Right Request Route
- Lead Time Building Blocks — Ordering Early Enough for Site Needs
- Cost of Late or Emergency Orders — Case Examples From Plants and Hospitals

Day 2: Writing Requests Buyers Can Use

- Functional Versus Technical Specifications — Leaving Room for Supplier Options
- Scope of Work for Services — Deliverables, Locations and Hours
- Evaluation Criteria for Quotes — Price, Quality and Delivery Weights
- Conflict of Interest and Supplier Contact Rules — Protecting the Award
- Purchase Requisition and Approval Limits — Avoiding Rejected or Split Orders

Day 3: Taking Over a Signed Contract

- Reading Key Clauses on Scope, Price and Payment — Contract Holder Duties
- Kick-Off Meeting With the Supplier — Contacts, Reporting and Expectations
- Service Level Measures and Delivery Records — Evidence for Monthly Reviews
- Goods Receipt and Inspection on Arrival — Accepting or Rejecting Deliveries
- Contract Holder File Structure — What to Keep and for How Long

Day 4: Invoices, Changes and Early Warnings

- Three-Way Match for Invoice Approval — Spotting Overcharges Before Payment
- Variation Requests and Change Orders — When the Buyer Must Be Involved
- Supplier Performance Conversations — Raising Shortfalls Without Damaging Relations
- Early Warning Notices and Escalation Routes — Preventing Claims and Disputes
- Contract Close-Out and Lessons Learned — Feedback for the Next Award

Day 5: Practising the Contract Holder File

- Requisition and Specification Rewrite for a Real Need — Peer Review by Buyers
- Lead Time Plan for a Participant's Own Project — Order Dates Set
- Service Level Review Using Sample Delivery Records — Agreed Actions
- Invoice and Variation Exercise — Approve, Query or Reject Decisions
- Contract Holder File for One Live Agreement — Ready for Use

Applying Supply Chain Basics and Contract Holder Responsibilities After the Course

- Rewrite the next purchase requisition in the department using the specification checklist and review it with the buyer.
- Set up a contract holder file for one live supplier agreement and hold the first service level review.

Supply Chain Basics and Contract Holder Responsibilities Questions FAQ

What are supply chain basics and contract holder responsibilities, and why do they matter now?

They are the purchasing, stock and delivery steps every requester should follow, plus the duties of the person who oversees a supplier contract after award. They matter now because leaner buying teams leave more supplier contact with engineers and managers.

Which roles gain most from supply chain basics and contract holder responsibilities training?

Engineers, budget holders, project coordinators and operations supervisors gain most.

How does supply chain basics and contract holder responsibilities differ from a professional buyer course?

It is written for users of the supply chain, not specialists. You learn to write requests, follow lead times and check deliveries and invoices rather than sourcing strategy.

What do you bring back from supply chain basics and contract holder responsibilities training?

You bring back a contract holder file for one live agreement, with a specification, lead time plan and invoice checks.

Supply Chain Basics and Contract Holder Responsibilities: The Way Forward

The contract holder file first informs whether the next supplier invoice is approved, queried or rejected. Contract holders use it in monthly reviews and buyers draw on it at renewal. After its first use, revisit the service level measures to check they still reflect what the department actually needs from the supplier.