

OPERATIONS & SUPPLY CHAIN | COURSE BROCHURE

Procurement Audit

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

This course on Procurement Audit equips professionals with the skills to evaluate procurement processes, ensuring compliance, efficiency, and effectiveness. Participants will learn to identify risks, assess supplier performance, and implement best practices to enhance procurement integrity and value.

Procurement audits are essential for identifying inefficiencies and compliance issues within procurement processes. Professionals in procurement roles often face challenges in ensuring that their organisations adhere to regulations and internal policies while also achieving cost savings. Understanding how to conduct effective audits can lead to improved supplier relationships, reduced risks, and enhanced operational performance. The ability to perform thorough audits is crucial for maintaining transparency and accountability, which are vital in a competitive business environment. Participants will gain insights into best practices that can be applied directly to their organisations, ensuring that procurement activities align with strategic objectives.
Developing practical skills in analysing procurement data, assessing supplier contracts, and identifying areas for improvement is critical for procurement professionals. Through real-world scenarios, participants will practice conducting audits, documenting findings, and making recommendations that align with organisational goals. This hands-on approach ensures that attendees can apply their learning directly to their roles, driving better procurement outcomes. By mastering these skills, participants will enhance their ability to influence procurement strategies, contribute to cost-saving initiatives, and support compliance efforts, ultimately leading to more effective procurement functions within their organisations.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course employs a mix of case studies, interactive workshops, and practical simulations to build participants' capabilities in procurement auditing. Each day features specific exercises that require participants to analyse procurement documents, assess compliance, and develop audit reports. For instance, participants will engage in role-playing scenarios to simulate supplier audits and practice communication skills. They will also work on collaborative projects to create audit checklists and reports. Participants will produce tangible outputs, such as audit checklists and performance assessment reports, demonstrating their understanding of procurement audit principles and practices, which can be directly applied in their workplace. This approach ensures that learning is both practical and relevant, enhancing retention and application of knowledge.



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Course objectives

By the end of this course, participants will be able to:
• Assess procurement processes for compliance with regulations and policies, producing a compliance report.
• Analyse supplier performance metrics to identify areas for improvement, creating a performance assessment.
• Evaluate the effectiveness of procurement strategies in achieving organisational goals, summarising findings.
• Develop audit checklists tailored to specific procurement activities, ensuring thorough evaluations.
• Justify recommendations for enhancing procurement practices based on audit findings, presenting to stakeholders.
• Construct comprehensive audit reports that communicate key insights and recommendations, ready for review.
• Identify risks within procurement processes and propose mitigation strategies, detailing action plans.

Target audience

This course is suitable for:
• Procurement Managers responsible for overseeing procurement activities and compliance.
• Internal Auditors focused on evaluating procurement processes and controls.
• Supply Chain Professionals involved in supplier selection and performance management.
• Compliance Officers ensuring adherence to regulations and organisational policies.

Target competencies

Participants will develop competencies in:
• Conducting thorough procurement process evaluations.
• Identifying and mitigating procurement risks effectively.
• Analysing supplier performance data for actionable insights.
• Documenting audit findings and recommendations clearly and concisely.
• Communicating audit results to stakeholders persuasively and effectively.
• Implementing best practices in procurement auditing for continuous improvement.

Course outline

Day 1: Introduction to Procurement Auditing

Applied activity: Participants will review a fictional procurement process, identifying potential compliance issues and risks. They will discuss their findings in small groups, focusing on the implications of non-compliance and how to address them effectively, ensuring a comprehensive understanding of audit requirements.
Output: A summary report highlighting identified risks, compliance gaps, and suggested corrective actions.

09:00–09:54	Understanding the purpose and scope of procurement audits and their impact on organisational performance.



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09:54–10:48	Identifying key regulations and compliance requirements relevant to procurement activities.
10:48–11:00	Exploring the role of procurement audits in risk management and decision-making processes.
11:00–11:30	Coffee break
11:30–12:12	Exploring the role of procurement audits in risk management and decision-making processes. (continued)
12:12–13:06	Overview of procurement processes and their audit implications, including key stakeholders.
13:06–14:00	Introduction to audit methodologies and frameworks used in procurement auditing.

Day 2: Data Analysis for Procurement Audits

Applied activity: Using provided procurement data, participants will analyse supplier performance metrics and identify areas for improvement. They will prepare a presentation of their findings, focusing on actionable recommendations for management, ensuring clarity and relevance in their analysis.
Output: A presentation summarising supplier performance analysis, including visual data representations and recommendations.

09:00–09:54	Collecting and analysing procurement data effectively to support audit conclusions and recommendations.
09:54–10:48	Utilising key performance indicators (KPIs) for supplier assessment and performance tracking.
10:48–11:00	Identifying trends and anomalies in procurement spending to inform decision-making.
11:00–11:30	Coffee break
11:30–12:12	Identifying trends and anomalies in procurement spending to inform decision-making. (continued)
12:12–13:06	Applying data analysis tools and techniques for audits, including software applications and spreadsheets.
13:06–14:00	Interpreting data to support audit conclusions and enhance procurement strategies.

Day 3: Conducting Supplier Audits

Applied activity: In pairs, participants will conduct a mock supplier audit based on a fictional supplier profile, using a checklist to assess compliance and performance. They will role-play as auditors and suppliers to enhance their skills, ensuring a realistic understanding of the audit process.
Output: A completed supplier audit report with findings, recommendations, and an action plan for improvement.



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09:00–09:54	Developing criteria for supplier evaluation and selection based on organisational needs and compliance requirements.
09:54–10:48	Understanding the supplier audit process and its significance in maintaining supplier relationships.
10:48–11:00	Creating supplier audit checklists tailored to specific needs and procurement activities.
11:00–11:30	**Coffee break**
11:30–12:12	Creating supplier audit checklists tailored to specific needs and procurement activities. (continued)
12:12–13:06	Conducting effective supplier interviews and assessments to gather relevant information.
13:06–14:00	Documenting supplier audit findings and recommendations for future reference and action.

Day 4: Reporting and Communicating Audit Findings

Applied activity: Participants will draft an audit report based on their previous day's supplier audit findings, focusing on clear communication and actionable insights. They will prepare to present their findings to a mock stakeholder group, ensuring their recommendations are persuasive and well-supported.
Output: A comprehensive audit report ready for presentation to stakeholders, including visual aids and key recommendations.

09:00–09:54	Structuring audit reports for clarity and impact, ensuring key findings are highlighted effectively.
09:54–10:48	Communicating findings to stakeholders effectively, tailoring messages to different audiences.
10:48–11:00	Developing actionable recommendations based on audit results to drive procurement improvements.
11:00–11:30	**Coffee break**
11:30–12:12	Developing actionable recommendations based on audit results to drive procurement improvements. (continued)
12:12–13:06	Understanding the importance of follow-up actions post-audit to ensure compliance and implementation.
13:06–14:00	Utilising visual aids to enhance report presentations and facilitate stakeholder understanding.



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Day 5: Integrated Procurement Audit Practice

Applied activity: Participants will work in groups to create a comprehensive procurement audit plan for a fictional organisation, integrating all elements learned throughout the course. They will present their plan to the class for feedback and discussion, ensuring a collaborative approach to audit strategy development.
Output: A detailed procurement audit plan outlining strategies, processes, and compliance measures, ready for implementation.

09:00–09:54	Integrating audit findings into procurement strategy development for continuous improvement.
09:54–10:48	Evaluating the overall effectiveness of procurement processes and identifying areas for enhancement.
10:48–11:00	Developing a continuous improvement plan for procurement based on audit insights and stakeholder feedback.
11:00–11:30	**Coffee break**
11:30–12:12	Developing a continuous improvement plan for procurement based on audit insights and stakeholder feedback. (continued)
12:12–13:06	Understanding the role of technology in procurement audits, including software tools and data analytics.
13:06–14:00	Preparing for future audits and compliance checks, ensuring readiness and alignment with best practices.

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Dubai Confirmed dates	9 Nov 2026	13 Nov 2026	**£3,150.-**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**£1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Frankfurt Confirmed dates	23 Nov 2026	27 Nov 2026	**£2,650.-**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**£1,250.-**
Kuala Lumpur Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,450.-**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.-**
Paris Confirmed dates	14 Dec 2026	18 Dec 2026	**£2,860.-**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.-**
Istanbul Confirmed dates	11 Jan 2027	15 Jan 2027	**£2,650.-**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**£1,250.-**
Cape Town Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,890.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,250.-**
Amsterdam Confirmed dates	25 Jan 2027	29 Jan 2027	**£2,540.-**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**£1,250.-**
Singapore Confirmed dates	8 Feb 2027	12 Feb 2027	**£2,820.-**
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**£1,250.-**
London Confirmed dates	22 Feb 2027	26 Feb 2027	**£2,450.-**
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**£1,250.-**
Dubai Confirmed dates	8 Mar 2027	12 Mar 2027	**£3,150.-**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Frankfurt Confirmed dates	22 Mar 2027	26 Mar 2027	**£2,650.-**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**£1,250.-**
Barcelona Confirmed dates	29 Mar 2027	2 Apr 2027	**£2,840.-**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,450.-**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,250.-**
Paris Confirmed dates	26 Apr 2027	30 Apr 2027	**£2,860.-**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**£1,250.-**
Istanbul Confirmed dates	10 May 2027	14 May 2027	**£2,650.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	10 May 2027	14 May 2027	**£1,250.–**
Vienna Confirmed dates	17 May 2027	21 May 2027	**£2,940.–**
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.–**
Amsterdam Confirmed dates	24 May 2027	28 May 2027	**£2,540.–**
Online Confirmed dates	24 May 2027	28 May 2027	**£1,250.–**
Singapore Confirmed dates	14 Jun 2027	18 Jun 2027	**£2,820.–**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**£1,250.–**
London Confirmed dates	21 Jun 2027	25 Jun 2027	**£2,450.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Dubai Confirmed dates	12 Jul 2027	16 Jul 2027	**£3,150.-**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,250.-**
Rome Confirmed dates	19 Jul 2027	23 Jul 2027	**£2,450.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.-**
Frankfurt Confirmed dates	26 Jul 2027	30 Jul 2027	**£2,650.-**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	9 Aug 2027	13 Aug 2027	**£1,450.-**
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**£1,250.-**
Paris Confirmed dates	23 Aug 2027	27 Aug 2027	**£2,860.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**£1,250.-**
Istanbul Confirmed dates	13 Sept 2027	17 Sept 2027	**£2,650.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**£1,250.-**
Amsterdam Confirmed dates	20 Sept 2027	24 Sept 2027	**£2,540.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
Rome Confirmed dates	27 Sept 2027	1 Oct 2027	**£2,450.-**
Online Confirmed dates	27 Sept 2027	1 Oct 2027	**£1,250.-**
Singapore Confirmed dates	11 Oct 2027	15 Oct 2027	**£2,820.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**£1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
London Confirmed dates	25 Oct 2027	29 Oct 2027	**£2,450.–**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**£1,250.–**
Dubai Confirmed dates	8 Nov 2027	12 Nov 2027	**£3,150.–**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**£1,250.–**
Cape Town Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,890.–**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,250.–**
Frankfurt Confirmed dates	22 Nov 2027	26 Nov 2027	**£2,650.–**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,450.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.-**
Paris Confirmed dates	13 Dec 2027	17 Dec 2027	**£2,860.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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