COURSE BROCHURE

Procurement Fundamentals

A foundation course in the procure-to-pay cycle, from identifying a need and raising a requisition to receiving goods and paying, with the controls that protect each step.

Code	HT-SCM-101
Category	Procurement & Supply Chain
Duration	1 week
Level	Beginner

Introduction

Nearly every sum an organization spends on goods and services passes through procurement. A weak requisition or a careless purchase order shows up directly in cost, quality, delivery dates and the organization's reputation.

Objectives

- Explain the stages of the procure-to-pay cycle and each party's role
- Write clear specifications and a scope of work for a requisition
- Prepare a request for quotation and compare offers on more than price
- Issue a sound purchase order and follow it through to receipt
- Apply approval limits, segregation of duties and fair dealing

Who should attend

- New procurement officers and assistant buyers
- Requisition coordinators in operating departments
- Storekeepers and goods receiving staff
- Finance staff who handle purchase orders and invoices

Skills you will develop

- Procure-to-pay cycle management
- Specification writing
- Quotation evaluation
- Purchasing controls compliance

Learning Outcomes

- Map the purchasing cycle in their own organization with its control points
- Turn an operational need into measurable specifications
- Prepare a comparison sheet for three quotations and justify the choice
- Review a purchase order and catch its gaps before it is issued

Course Outline

Day 1: Procurement in the Organization

- What procurement does and how it affects cost and quality

- Key terms and direct versus indirect spend
- Purchasing policy, the approval matrix and segregation of duties

Day 2: Defining the Need

- The purchase requisition and its approval route
- Functional and technical specifications and the scope of work
- Estimating cost and checking budget availability

Day 3: Finding and Selecting Suppliers

- Where to find suppliers and basic prequalification
- Requests for information, quotation and proposal compared
- Comparing offers on price, quality, lead time and cost of ownership

Day 4: Purchase Orders and Agreements

- Elements of a purchase order and its general terms
- Delivery terms and a short introduction to Incoterms 2020
- Framework agreements, blanket orders and order changes

Day 5: Receipt, Payment and Integrity

- Receiving, inspection and three-way match with the invoice
- Conflicts of interest, gifts and record keeping
- Applied project: documenting a real purchase from requisition to payment with its control points

Training methodology

Tracing a sample purchase through a full document pack from requisition to invoice
Rewriting weak specifications taken from fictional requisitions
Comparing three quotations with differing terms in small groups
Discussing scenario cards on ethical situations buyers face daily

Certification

Participants receive a Harbor Training Center certificate of attendance on completing the course.

Upcoming dates

City	Dates	Language	Fee
Istanbul	15 – 19 March 2027	AR	EUR 4,800
Dubai	22 – 26 March 2027	EN	EUR 4,500
London	5 – 9 April 2027	AR	EUR 5,700
Amsterdam	12 – 16 April 2027	EN	EUR 5,500
Online	19 – 23 April 2027	AR	EUR 1,800
Istanbul	20 – 24 September 2027	EN	EUR 4,800
Dubai	27 September 2027 – 1 October 2027	AR	EUR 4,500
London	4 – 8 October 2027	EN	EUR 5,700
Amsterdam	11 – 15 October 2027	AR	EUR 5,500
Online	18 – 22 October 2027	EN	EUR 1,800

Fees are per participant.

Contact us

Email info@harbor4training.com

Address istanbul Turkey

To register and for details, scan the code or visit:

https://harbor4training.com/en/courses/procurement-fundamentals