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Global Learning for Operational Leaders



AUDITING AND GOVERNANCE RISK AND COMPLIANCE | AGRC-050

Auditing Procurement and Contracts

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Course content

Why Attend

Procurement is one of the highest-risk areas in any organisation. Large sums flow through purchasing and contract processes, and weaknesses can lead to overpayment, poor value, favouritism, bid rigging, kickbacks and contracts that fail to deliver what was promised. Regulators, boards and the public expect procurement to be fair, transparent and well controlled.

This Auditing Procurement and Contracts training course gives auditors a structured, risk-based approach to reviewing the full procure-to-pay and contract life cycle. Participants learn how to audit needs identification, sourcing and tendering, supplier selection, contract award, contract management, variations, invoicing and payment.

Course Methodology

• The course uses sample tender files, evaluation reports, contracts and purchase data to provide realistic practice. Participants map procurement processes, test controls, analyse spend data for anomalies and investigate red flags in case studies drawn from public and private sector organisations.

Course Objectives

• Identify the main risks across the procurement and contract life cycle

• Plan a risk-based audit of procurement and contract management

• Evaluate controls over requisitioning, sourcing and tendering

• Assess the fairness and transparency of supplier selection and award

• Audit contract management, variations and performance monitoring

• Test invoicing, receipting and payment controls

Target Audience

• Internal auditors and audit managers

• Procurement and contracts managers

• Compliance and anti-fraud professionals

Course content

• Finance and accounts payable managers

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Course outline

Detailed course outline

Day-by-day outline for Auditing Procurement and Contracts.

Day 1 - Procurement Risks and Audit Planning

- 09:00-09:34 | The procurement and contract life cycle from need to closure
- 09:34-10:08 | Procurement policies, delegations and governance structures
- 10:08-10:42 | Common procurement risks and audit findings
- 10:42-11:00 | Public sector and private sector procurement differences
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Public sector and private sector procurement differences (continued)
- 11:46-12:20 | Risk assessment and scoping of a procurement audit
- 12:20-12:53 | Data and document requests for procurement audits
- 12:53-14:00 | Exercise: building a procurement risk and control matrix

Day 2 - Sourcing, Tendering and Supplier Selection

- 09:00-09:34 | Requisition approval and needs justification
- 09:34-10:08 | Choosing procurement methods and thresholds
- 10:08-10:42 | Specifications that are fair and non-restrictive
- 10:42-11:00 | Tender advertisement, clarification and bid opening controls
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Tender advertisement, clarification and bid opening controls (continued)
- 11:46-12:20 | Evaluation criteria, scoring and evaluation committees
- 12:20-12:53 | Conflict of interest declarations and independence
- 12:53-14:00 | Exercise: reviewing a tender evaluation file

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Day 3 - Contract Award and Contract Management

- 09:00-09:34 | Contract approval, signing authorities and documentation
- 09:34-10:08 | Key contract terms that protect the organisation
- 10:08-10:42 | Contract management plans and responsibilities
- 10:42-11:00 | Monitoring supplier performance and service levels
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Monitoring supplier performance and service levels (continued)
- 11:46-12:20 | Controlling variations, extensions and claims
- 12:20-12:53 | Contract closure and lessons learned
- 12:53-14:00 | Case study: a contract with uncontrolled variations

Day 4 - Purchase-to-Pay Controls

- 09:00-09:34 | Purchase orders, goods receipt and three-way matching
- 09:34-10:08 | Supplier master data creation and changes
- 10:08-10:42 | Invoice processing, approval and duplicate prevention
- 10:42-11:00 | Payment runs and bank detail change controls
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Payment runs and bank detail change controls (continued)
- 11:46-12:20 | Petty cash, purchasing cards and low-value purchases
- 12:20-12:53 | Accruals and commitments reporting
- 12:53-14:00 | Exercise: testing a sample of payments

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Day 5 - Fraud, Analytics and Reporting

- 09:00-09:39 | Bid rigging, kickbacks and fictitious supplier schemes
- 09:39-10:18 | Split purchases and threshold avoidance
- 10:18-10:57 | Analytics for spend patterns, duplicates and suspicious suppliers
- 10:57-11:00 | Linking supplier and employee data to detect conflicts
- 11:00-11:30 | Coffee break
- 11:30-12:06 | Linking supplier and employee data to detect conflicts (continued)
- 12:06-12:44 | Identifying savings and value-for-money opportunities
- 12:44-13:22 | Writing persuasive procurement audit reports
- 13:22-14:00 | Personal action plan for procurement auditing

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Seminar dates

Available seminar dates

Live dates and pricing for Auditing Procurement and Contracts generated from the course details page.

Date	Location	Format	Fee
14 - 18 December 2026	London	Classroom	**€2,915**
21 - 25 December 2026	Barcelona	Classroom	**€2,275**
7 - 11 December 2026	Frankfurt	Classroom	**€2,175**
4 - 8 January 2027	London	Classroom	**€2,915**
11 - 15 January 2027	Barcelona	Classroom	**€2,275**
18 - 22 January 2027	Frankfurt	Classroom	**€2,175**
25 - 29 January 2027	Cape Town	Classroom	**€1,825**
8 - 12 February 2027	London	Classroom	**€2,915**
15 - 19 February 2027	Barcelona	Classroom	**€2,275**
22 - 26 February 2027	Frankfurt	Classroom	**€2,175**

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Seminar dates

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Live dates and pricing for Auditing Procurement and Contracts generated from the course details page.

Date	Location	Format	Fee
1 - 5 February 2027	Dubai	Classroom	**€2,845**
15 - 19 March 2027	London	Classroom	**€2,915**
22 - 26 March 2027	Barcelona	Classroom	**€2,275**
1 - 5 March 2027	Frankfurt	Classroom	**€2,175**
8 - 12 March 2027	Geneva	Classroom	**€3,315**
26 - 30 April 2027	London	Classroom	**€2,915**
5 - 9 April 2027	Barcelona	Classroom	**€2,275**
12 - 16 April 2027	Frankfurt	Classroom	**€2,175**
19 - 23 April 2027	Istanbul	Classroom	**€2,825**
3 - 7 May 2027	London	Classroom	**€2,915**

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Seminar dates

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Live dates and pricing for Auditing Procurement and Contracts generated from the course details page.

Date	Location	Format	Fee
10 - 14 May 2027	Barcelona	Classroom	**€2,275**
17 - 21 May 2027	Frankfurt	Classroom	**€2,175**
24 - 28 May 2027	Kuala lumpur	Classroom	**€2,425**
14 - 18 June 2027	London	Classroom	**€2,915**
21 - 25 June 2027	Barcelona	Classroom	**€2,275**
7 - 11 June 2027	Frankfurt	Classroom	**€2,175**
19 - 23 July 2027	London	Classroom	**€2,915**
26 - 30 July 2027	Barcelona	Classroom	**€2,275**
5 - 9 July 2027	Frankfurt	Classroom	**€2,175**
12 - 16 July 2027	Munich	Classroom	**€2,425**

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Seminar dates

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Date	Location	Format	Fee
23 - 27 August 2027	London	Classroom	**€2,915**
2 - 6 August 2027	Barcelona	Classroom	**€2,275**
9 - 13 August 2027	Frankfurt	Classroom	**€2,175**
16 - 20 August 2027	Paris	Classroom	**€2,810**
13 - 17 September 2027	London	Classroom	**€2,915**
20 - 24 September 2027	Barcelona	Classroom	**€2,275**
6 - 10 September 2027	Frankfurt	Classroom	**€2,175**
11 - 15 October 2027	London	Classroom	**€2,915**
18 - 22 October 2027	Barcelona	Classroom	**€2,275**
25 - 29 October 2027	Frankfurt	Classroom	**€2,175**

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Date	Location	Format	Fee
4 - 8 October 2027	Vienna	Classroom	**€3,425**
15 - 19 November 2027	London	Classroom	**€2,915**
22 - 26 November 2027	Barcelona	Classroom	**€2,275**
1 - 5 November 2027	Frankfurt	Classroom	**€2,175**
8 - 12 November 2027	Amsterdam	Classroom	**€3,215**
27 - 31 December 2027	London	Classroom	**€2,915**
6 - 10 December 2027	Barcelona	Classroom	**€2,275**
13 - 17 December 2027	Frankfurt	Classroom	**€2,175**
20 - 24 December 2027	Cape Town	Classroom	**€1,825**
14 - 18 December 2026	Online / Live	Online / Live	**€1,625**

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Live dates and pricing for Auditing Procurement and Contracts generated from the course details page.

Date	Location	Format	Fee
21 - 25 December 2026	Online / Live	Online / Live	**€1,625**
7 - 11 December 2026	Online / Live	Online / Live	**€1,625**
4 - 8 January 2027	Online / Live	Online / Live	**€1,625**
11 - 15 January 2027	Online / Live	Online / Live	**€1,625**
18 - 22 January 2027	Online / Live	Online / Live	**€1,625**
25 - 29 January 2027	Online / Live	Online / Live	**€1,625**
8 - 12 February 2027	Online / Live	Online / Live	**€1,625**
15 - 19 February 2027	Online / Live	Online / Live	**€1,625**
22 - 26 February 2027	Online / Live	Online / Live	**€1,625**
1 - 5 February 2027	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
15 - 19 March 2027	Online / Live	Online / Live	**€1,625**
22 - 26 March 2027	Online / Live	Online / Live	**€1,625**
1 - 5 March 2027	Online / Live	Online / Live	**€1,625**
8 - 12 March 2027	Online / Live	Online / Live	**€1,625**
26 - 30 April 2027	Online / Live	Online / Live	**€1,625**
5 - 9 April 2027	Online / Live	Online / Live	**€1,625**
12 - 16 April 2027	Online / Live	Online / Live	**€1,625**
19 - 23 April 2027	Online / Live	Online / Live	**€1,625**
3 - 7 May 2027	Online / Live	Online / Live	**€1,625**
10 - 14 May 2027	Online / Live	Online / Live	**€1,625**

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17 - 21 May 2027	Online / Live	Online / Live	**€1,625**
24 - 28 May 2027	Online / Live	Online / Live	**€1,625**
14 - 18 June 2027	Online / Live	Online / Live	**€1,625**
21 - 25 June 2027	Online / Live	Online / Live	**€1,625**
7 - 11 June 2027	Online / Live	Online / Live	**€1,625**
19 - 23 July 2027	Online / Live	Online / Live	**€1,625**
26 - 30 July 2027	Online / Live	Online / Live	**€1,625**
5 - 9 July 2027	Online / Live	Online / Live	**€1,625**
12 - 16 July 2027	Online / Live	Online / Live	**€1,625**
23 - 27 August 2027	Online / Live	Online / Live	**€1,625**

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2 - 6 August 2027	Online / Live	Online / Live	**€1,625**
9 - 13 August 2027	Online / Live	Online / Live	**€1,625**
16 - 20 August 2027	Online / Live	Online / Live	**€1,625**
13 - 17 September 2027	Online / Live	Online / Live	**€1,625**
20 - 24 September 2027	Online / Live	Online / Live	**€1,625**
6 - 10 September 2027	Online / Live	Online / Live	**€1,625**
11 - 15 October 2027	Online / Live	Online / Live	**€1,625**
18 - 22 October 2027	Online / Live	Online / Live	**€1,625**
25 - 29 October 2027	Online / Live	Online / Live	**€1,625**
4 - 8 October 2027	Online / Live	Online / Live	**€1,625**

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22 - 26 November 2027	Online / Live	Online / Live	**€1,625**
1 - 5 November 2027	Online / Live	Online / Live	**€1,625**
8 - 12 November 2027	Online / Live	Online / Live	**€1,625**
27 - 31 December 2027	Online / Live	Online / Live	**€1,625**
6 - 10 December 2027	Online / Live	Online / Live	**€1,625**
13 - 17 December 2027	Online / Live	Online / Live	**€1,625**
20 - 24 December 2027	Online / Live	Online / Live	**€1,625**